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NOMAD MANUAL

NOMAD

INTRODUCTION

In this manual, we will show you each of FAS (Fixed Asset System) and STARS (Statewide Accounting and Reporting System) on-line files, if they are accumulative or detail information, and the corresponding NOMAD Assistant databases to access those files.

NOMAD – WHAT IS IT?

NOMAD is an Ad Hoc Reporting tool used to gather information from the Statewide Accounting Systems. NOMAD can generate its output directly to your screen or can prepare the information to be downloaded in various PC software formats, i.e., Lotus, dBase, ASCII, etc.

NOMAD is a fourth generation language application that will allow both menu (NOMAD Assistant) and syntax-based (programming) functions for inquiries against FAS and STARS tables and financial files. Though NOMAD syntax provides flexible and powerful access to the financial data, it requires the user to learn the more difficult NOMAD programming syntax. For that reason, we will be covering only the menu-based Nomad Assistant in this manual.

NOMAD – UNDERSTANDING THE BASICS

In order for ease of use, we will be covering only NOMAD's menu-based application, NOMAD Assistant. The Assistant uses "queries" for access to table and financial information without having to learn the difficult programming syntax.

Before beginning any NOMAD queries within either STARS or FAS, you should have a good understanding of the following:

- *HOW TRANSACTION CODES POST TO FILES*
- *TYPE OF INFORMATION IN EACH FILE*
- *FILES VS NOMAD DATABASES*
- *USING NOMAD ASSISTANT*

HOW TRANSACTION CODES POST TO FILES

All information going into STARS or FAS is input using a transaction code. A transaction code is a tool that defines the files and general ledger accounts to post the transaction. Every STARS transaction, except transactions in the 900 range, must post to the STARS general ledger file and include a fund. The *TRANSACTION CODE DECISION TABLE* chapter in the STARS Manual will provide you with necessary information on STARS transactions and processing. FAS transactions are unique and process differently than STARS transactions. In addition to processing financial information, FAS transactions can update non-financial information. All financial data for a property record is contained in the property file FAS screen 40 as identified in the *FAS USER MANUAL*.

To identify which General Ledger accounts and files a transaction posts, you should become familiar with the following resources:

- STARS report DAFR8740 – General Ledger to Transaction Code Cross Reference, which lists all of the STARS General Ledger accounts and the transaction codes that post to that GL account.

- STARS report DAFR8640 – Transaction Code Decision Table, normally called the "AutoDoc", which shows all of the STARS transaction codes, what is required on the transaction, the GL accounts and titles the transaction code posts, the files and fields "buckets" the amount posts in. You can see this information on-line starting at the Main Menu, select **S** for system management, then **and 28** for transaction code decision table.

- FAS report DAFR4640 – FAS Transaction Code Decision Table, which shows all of the FAS transaction codes, what is required on the transaction, the GL accounts the transaction code posts, and the Property File fields "buckets" the amount post in, and whether it posts as a positive or negative. You can see this information on-line starting at the Main Menu, select **F** for FAS, then **and 31** for FAS transaction code decision table.

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TRANSACTION CODE "FILE" POSTING SECTION

Part of the transaction code is the File Posting section. This section contains the rules for posting the transaction to the files and indicators telling the accounting system which fields to post to on each file. In addition to determining the financial field to be posted, the File Posting section on the transaction determines:

- whether to post the transaction amount as an increase or a decrease (A/S field),
- which field on the respective file to post the amount (FIELD),
- if there must be a match to a previously posted STARS record (MATCH),
- which STARS general ledger account in the General-Ledger Posting section to use when posting the transaction to the file (GLA),
- the STARS document number to use to post the transaction (current or reference document) (DOC), and
- which STARS file to post the transaction information

STARS FINANCIAL FILES

DF – Document file	PJ – Project file
AP – Appropriation file	SF – Subsidiary file
AL – Allocation file	OF – Operating file
CC – Cash Control file	AD – Average daily file (not in use)
GP – Grant file	GL – General Ledger file

General Ledger Section

STARS – Transaction Code Decision Table S028

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VERSION 3.1  STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY  S028
 FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
 TRAN-CODE: 230 TITLE: RECORD AN EXPENDITURE NOT PREVIOUSLY ENCUMBERED
GENERAL-LEDGER-  DR-1: 4200 CR-1: 1003 DR-2:     CR-2:
     POSTING  DR-3: 1003 CR-3: 2101 DR-4:     CR-4:
TRANSACTION    CI     MODI N RVRS   INDX R PCA  R BUDU R FUND R FDTL    ESUB I
EDIT-INDS      EDTL   RSUB N RDTL N SUBS N MULT   GLA  N VNUM I VNAM    VADD
PCN N          PROJ   GRNT   CDOC I RDOC   INVC   DOCD   DUDT N WARR N SECA N
POSTING-SEQ: 5 REGISTER-NO: 4 WAR-WRITING: 1 CLEAR-FUND: Y VEND-PAYMENT: Y
GEN-TC:     GEN-ACCR-TC:
```

TCs in the 900 range do not post to the general ledger file.

	A/S	FIELD	MATCH	GLA	DOC	SUB	A/S	FIELD	MATCH	GLA	DOC	SUB
DF:												
AP:	+	12		M								
AL:	+	09										
CC:	–	05										
GP:	+	05										
PJ:	+	05										
SF:												
OF:	+	01				1						
AD:												

FILE POSTING

Notice there is no "GL" file posting reference. Since most all transaction codes post to the general ledger file, the individual GL file postings are shown above.

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FAS FINANICAL FILES

FAS financial information is contained on each individual asset record. This information is contained in 'buckets' instead of individual financial files like STARS. The file *posting section* of the FAS transaction code determines which financial bucket is impacted by the transaction. In addition to maintaining financial information for asset management and insurance purposes, FAS will generate transactions to STARS for statewide capital assets. Statewide capital assets have a capitalization indicator (CI) of an 'S' on the property file. When an asset qualifies as a statewide-capitalized asset, the *generated transaction section* of the FAS transaction code determines the appropriate STARS or FAS transaction to generate.

FAS – Transaction Code Decision Table S031

```
VERSION 3.1  FAS - TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY  S031
FUNCTION: R  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)


FAS TC A04 TITLE: RECORD THE PURCHASE OF MACHINERY & EQUIP - FROM STARS
AGYSFX    LOCAT1 R  PRP NO R  CMP NO R  QUANTY R QTY UN    CLS CD R  CLSSFX
INSIND R  CAPIND R  CON CD R  U LIFE R    FUND R   FDTL    ACQMTH R  ST MTH R
AGYMTH R  ADT DT R  DEPRDT N  ADTAMT R  ST DPR N AGYDPR N  REP VL R  REFPRP R
REFCMP R  RESPNM    RMBILL R   CDOC R  DISPMD N DISP % N   OWNER R  INSERV R
SAL VL    STATUS R  LOCAT2


REGIST 1  TRANTP 0    BUDU R  FNMTCH    RCMTCH N                    APPLVL 3
GEN-GVT TC: 8GD   GEN-PRO TC: 8FD   GVTFND: 0700   GOV GL: 1750  PROP GL 1750
GEN-FAS TC:
FILE                     A/S  FIELD                 A/S  FIELD
POSTING   ACQ/DISP:       +    01
          STWD ACCUM DEPR:
          AGY ACCM DEPR:
          REPLACEMENT VAL: +    08
          SALVAGE VAL:     -    04
```

Generated Transaction Section

FAS File Posting Section

The FAS transaction code screen shows the titles of the financial 'buckets' in the FAS property file. FAS uses the A/S (add/subtract) and FIELD similar to STARS.

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TRANSACTION CODE "GENERAL LEDGER ACCOUNT" POSTING SECTION

The accounting systems use the general ledger (GL) posting of the transaction code to identify the GL account impact of the transaction. By using the GL accounts, STARS can track and control financial information; and FAS can identify the GL accounts to use when sending transactions to STARS. The GL accounts include balance sheet, as well as, nominal and memo accounts. Each transaction code can have up to four pairs of debit/credit postings. In order to post to the GL, the accounts must exist in the General Ledger descriptor table 31. We have listed the impact of each debit/credit pair below.

STARS

Illustration of STARS Transaction Code 236 and GL Pairs

```
VERSION 3.1  STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY  S028
 FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
 TRAN-CODE: 236 TITLE: RECORD AN EXPENDITURE PREVIOUSLY ENCUMBERED
GENERAL-LEDGER-  DR-1: 4200 CR-1: 1003 DR-2:     CR-2:          Transaction Code 236 uses
     POSTING     DR-3: 1003 CR-3: 2101 DR-4: 3001 CR-4: 4300    GL pairs  '1', '3', and '4'.
TRANSACTION   CI     MODI    RVRS    INDX R PCA  R BUDU R FUND R FDTL    ESUB R
EDIT-INDS     EDTL   RSUB N RDTL N SUBS N MULT    GLA  N VNUM R VNAM    VADD
PCN N         PROJ   GRNT    CDOC I RDOC I INVC    DOCD   DUDT N WARR N SECA N
POSTING-SEQ: 5 REGISTER-NO: 4 WAR-WRITING: 1 CLEAR-FUND: Y VEND-PAYMENT: Y
GEN-TC:     GEN-ACCR-TC:
            A/S   FIELD  MATCH GLA DOC  SUB  A/S   FIELD  MATCH GLA DOC SUB
        DF:  -     03      M    8   2          +    04      M    8   2
FILE    AP:  -     13      M                   +    12      M
POSTING AL:  -     10                          +    09
        CC:  -     05
        GP:  -     06                          +    05
        PJ:  -     06                          +    05
        SF:
        OF:  -     01             8            +    01           1
        AD:
```

FIRST GL DEBIT/CREDIT PAIR (DR-1 CR-1)
This GL pair posts to the respective files using these general ledger accounts. STARS uses these GL accounts to post to the subsidiary files, if needed. These GL account postings may update the document file, general ledger file, operating file, and subsidiary file.

SECOND GL DEBIT/CREDIT PAIR (DR-1 CR-1)
This GL pair posts the same as the first GL debit/credit pair with postings to additional general ledger accounts when necessary. The GLA field in the File Posting section tells the accounting system which GL account to use when posting to the respective file.

THIRD GL DEBIT/CREDIT PAIR (DR-1 CR-1)
This GL pair identifies outstanding warrants payable and cash moving to the statewide warrant-clearing fund 0649.

FOURTH GL DEBIT/CREDIT PAIR (DR-1 CR-1)
This GL pair tells STARS which GLs to use to liquidate pre-encumbrances or encumbrances.

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FAS

Illustration of FAS Transaction Code A04 and GL Pairs

```
VERSION 3.1  FAS - TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY  S031
FUNCTION: R  (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)


FAS TC A04 TITLE: RECORD THE PURCHASE OF MACHINERY & EQUIP - FROM STARS
AGYSFX     LOCAT1 R  PRP NO R  CMP NO R  QUANTY R QTY UN    CLS CD R  CLSSFX
INSIND R  CAPIND R  CON CD R  U LIFE R    FUND R   FDTL    ACQMTH R  ST MTH R
AGYMTH R  ADT DT R  DEPRDT N  ADTAMT R  ST DPR N AGYDPR N  REP VL R  REFPRP R
REFCMP R  RESPNM    RMBILL R   CDOC R   DISPMD N DISP % N   OWNER R   INSERV R
SAL VL    STATUS R  LOCAT2


REGIST 1  TRANTP 0    BUDU R  FNMTCH    RCMTCH N                    APPLVL 3
GEN-GVT TC: 8GD   GEN-PRO TC: 8FD   GVTFND: 0700  GOV GL: 1750  PROP GL  1750
GEN-FAS TC:
FILE                     A/S  FIELD                   A/S  FIELD
POSTING    ACQ/DISP:        +    01
           STWD ACCUM DEPR:
           AGY ACCM DEPR:
           REPLACEMENT VAL: +    08
           SALVAGE VAL:     -    04
```

FAS shows which GLs to use when posting generated transactions to STARS for governmental or proprietary funds.

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GENERAL LEDGER ACCOUNT RANGES USED IN STARS AND FAS:

ASSETS
Cash	1000 range (1000-1099)
Cash Advances	1100 range (1100-1199)
Investments	1200 range (1200-1299)
Receivables	1300 range (1300-1399)
Inventory	1400 range (1400-1499)
Due From	1500 range (1500-1599)
Prepaid Expenses	1600 range (1600-1699)
Property, Plant, & Equipment	1700 range (1700-1799)
Work in Progress	1800 range (1800-1899)
Other Assets	1900 range (1900-1999)

LIABILITIES
Current Payables	2100 range (2100-2199)
Due To	2200 range (2200-2299)
Accrued Liabilities	2300 range (2300-2399)
Other Current Liabilities	2400 range (2400-2499)
Includes deferred revenue, suspense, deposits, clearing accts	
Contracts Payable	2500 range (2500-2599)
Bonds Payable	2600 range (2600-2699)
Other Liabilities	2700 range (2700-2799)

FUND BALANCES (NET ASSETS)
Reserved Fund Equity	3000 range (3000-3099)
Unreserved Fund Equity	3100 range (3100-3199)
Proprietary Equity	3200 range (3200-3299)

NOMINAL ACCOUNTS
Revenues	4100 range (4100-4199)
Expenditures	4200 range (4200-4249)
Loss	4250 range (4250-4299)
Encumbrances	4300 range (4300-4349)
Gain	4350 range (4350-4399)
GAAP Revenues	4500 range (4500-4599)
GAAP Expenses	4600 range (4600-4699)
Operating Transfers In	4700 range (4700-4799)
Operating Transfers Out	4800 range (4800-4899)
Statutory Transfers In	4900 range (4900-4949)
Statutory Transfers Out	4950 range (4950-4999)

MEMO ACCOUNTS
Budgetary	5000 range (5000-5099)
Other Memo Accounts	5100 range (5100-5110)
Statistical Accounts	5200 range (5200-5299)
Includes borrowing limits	

START OF YEAR BALANCES
Transaction Clearing	9900 range (9900-9999)
Should always be zero	

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TYPE OF INFORMATION IN EACH FILE

HOW TRANSACTION CODE RANGES RELATE TO THE FILES AND NOMAD DATABASES

STARS groups transaction codes together by accounting or budgetary function. The existing STARS transaction codes are set up in the following ranges:

- *001-099 BUDGETARY*
- *100-199 REVENUES, RECEIPTS*
- *200-299 PRE-ENCUMBRANCES, ENCUMBRANCES, EXPENDITURES, DISBURSEMENTS, INVESTMENTS*
- *300-399 STATUTORY TRANSFERS, PAYROLL, PRIOR YEAR ADJUSTMENTS, FISCAL YEAR END SYSTEM-GENERATED*
- *400-499 GRANT OR GRANT AND PROJECT POSTINGS*

- *500-599 ADVANCES/transfers*
- *600–699 start-of-the-year balances*
- *700–799 ROTARY, PETTY CASH, CHANGE FUNDS*
- *800–899 STARS FIXED ASSETS*
- *900–999 RESERVED FOR SCO (NO GENERAL LEDGER POSTING)*

In the following, we will show you the ranges of transaction codes, what STARS files those transaction codes generally post to, the corresponding Nomad database, and the type of information that posts to the different files. If the transactions post to a file using the general ledger account number, that account or account range will be shown in parenthesis.

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500-599 ADVANCES/TRANSFERS
001-099 BUDGETARY

Budgetary transactions record legislative appropriations including object and activity transfers, management allocations, financial and revenue plans, and grant/project budgets. See the _BUDGETING_ chapter for more specific use of these transaction codes.

STARS FILES	NOMAD DATABASE	TYPE OF INFORMATION
Allocation file (AL)	DAFRAL	Management allocations
Appropriation file (AP)	DAFRAP	Legislative appropriations, object and activity transfers, non-cognizable appropriations
Operating file (OF)	DAFROF	Financial and revenue plans, units (GL 5000 range)
Project file (PJ)	DAFRPJ	Project budgets and units
General Ledger file (GL)	DAFRGL	General Ledger postings for all of the above type of information (GL 5000 range)

Exception:
- TC 027 (receipt to appropriation) posts to cash (GL 1003) and revenues (GL 4100)

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100-199 REVENUES, RECEIPTS

Revenue and receipt transactions record cash deposits taken to the State Treasurer's Office (STO). This includes adjustments to revenues and receipts. See the _CASH RECEIPTS_ chapter for more specific use of these transaction codes.

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Cash Control file (CC)	DAFRCC	Cash deposits - receipts and collections
Document file (DF)	DAFRDF	Receivables, Due Froms (GL 1000 range)
Grant file (GP)	DAFRGP	Grant receipts and collections
Operating file (OF)	DAFROF	Revenues (GL 4100)
Project file (PJ)	DAFRPJ	Project receipts and collections
Subsidiary file (SF)	DAFRSF	Due Froms – collection of some receivables - notes and other (GL 1000 range) Collection of Due Tos, reclassify accrued liabilities, suspense accounts, held on deposit (GL 2000 range)
Vendor Payment file (VP) Vendor Payment PY (VPPY)	DAFRVP DAFRVPPY	Refund of Current Year Overpayment (TC 105)
General Ledger file (GL)	DAFRGL	General Ledger postings for all of the above type of information: cash and receivables (GL 1000 range – see SF above), subsidiary postings (GL 2000 range – see SF above), revenues (GL 4100)

Exceptions:

- TC 105 (record cash receipt of a refund for overpayment current year) posts to cash (GL 1003) and expenditures (GL 4200)
- TC 199 (borrowing limit) posts to cash (GL 1003) and borrowing limit (GL 5205)

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200-299 PRE-ENCUMBRANCES, ENCUMBRANCES, EXPENDITURES, DISBURSEMENTS, INVESTMENTS

These transactions are used to pay vendors with appropriated dollars, to refund amounts previously deposited, to set up encumbrances and pre-encumbrance including payments against them, or to post an investment on STARS. See the *EXPENDITURES AND DISBURSEMENTS* chapter or its' subchapters for more specific use of these transactions.

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Allocation file (AL)	DAFRAL	Cash expenditures, reduction of encumbrances and pre-encumbrances, payroll adjustments
Appropriation file (AP)	DAFRAP	Cash expenditures, reduction of encumbrances and pre-encumbrances, payroll adjustments
Cash Control file (CC)	DAFRCC	Cash expenditures, disbursements, investments, payroll adjustments
Document file (DF)	DAFRDF	Loan disbursements (GL 1305), encumbrance (GL 4300), pre-encumbrances (GL 5100)
Grant file (GP)	DAFRGP	Cash expenditures, reduction of encumbrances and pre-encumbrances, payroll adjustments
Operating file (OF)	DAFROF	Revenue disbursements (GL 4100), expenditures and payroll adjustments (GL 4200), encumbrances (GL 4300), GAAP expenses (GL 4600), operating transfers out (GL 4800), pre-encumbrances (GL 5100)
Project file (PJ)	DAFRPJ	Cash expenditures, reduction of encumbrances and pre-encumbrances, payroll adjustments

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STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Subsidiary file (SF)	DAFRSF	Investments direct by agencies with SF support (GL 1206), disbursement of other taxes payable (GL 2110), Due Tos (GL 2200 range), Suspense clearing and deposits (GL 2400 range)
Vendor Payment file (VP) Vendor Payment PY (VPPY) (TCs with VEND-PMT = Y)	DAFRVP DAFRVPPY	Refund of current year overpayment, expenditures including P-Card, Travel Express, Due Tos, loans, sales tax payments
General Ledger file (GL)	DAFRGL	General Ledger postings for all of the above type of information: cash (GL 1000 range), investments (GL 1200 range), loan disbursements (GL 1305 & 1306), P-Card liability and disbursement of other taxes payable (GL 2100 range), Due Tos (GL 2200 range), suspense clearing and deposits (GL 2400 range), revenue disbursements (GL 4100), expenditures and payroll adjustments (GL 4200), encumbrances (GL 4300), GAAP expenses (GL 4600), pre-encumbrances (GL 5100)

Exceptions:

- TC 20B (Record Operating transfers In – Health Districts only) posts to transfers in (GL 4700)
- TC 20C (Record Operating transfers Out – Health Districts only) posts to transfers out (GL 4800)

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300-399 STATUTORY TRANSFERS, PAYROLL, PRIOR YEAR ADJUSTMENTS, FISCAL YEAR END SYSTEM-GENERATED

The State Controller's Office and STARS generate these transaction codes. SCO personnel will input statutory transfer transactions as well as prior year adjustments. The Employee Information System (EIS) generates payroll transactions input in STARS, and STARS generates state warrant redemptions, redeemed (Q) batches, and other miscellaneous fiscal year end transactions.

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Allocation file (AL)	DAFRAL	Re-establish PY encumbrances and forged warrants, original payroll expenditures
Appropriation file (AP)	DAFRAP	Re-establish PY encumbrances and forged warrants, original payroll expenditures
Cash Control file (CC)	DAFRCC	PY adjustments, re-establish forged and purged warrants, original payroll expenditures, sight draft redemptions, transfers for unclaimed property, FYE general fund close, statutory transfers out
Document file (DF)	DAFRDF	Adjust receivables (GL 1305), re-establish PY encumbrances (GL 4300), adjust other DF GLs, as needed
Grant file (GP)	DAFRGP	Re-establish PY encumbrances and forged warrants, original payroll expenditures, statutory transfers
Operating file (OF)	DAFROF	Transfers for unclaimed property (GL 4100), original payroll expenditures and re-establish forged warrants (GL 4200), re-establish PY encumbrances (GL 4300), statutory transfers in (GL 4900), statutory transfers out (GL 4950)

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STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Project file (PJ)	DAFRPJ	Re-establish PY encumbrances and forged warrants, original payroll expenditures, statutory transfers
Subsidiary file (SF)	DAFRSF	Adjust receivable (GL 1305), re-establish deposit purge warrant (GL 2407), adjust other SF GLs, as needed
General Ledger file (GL)	DAFRGL	General Ledger postings for all of the above type of information: cash (GL 1000 range), adjust receivables (GL 1305), adjust warrant clearing fund and redeemed warrants (GL 2101), adjust net pay (GL 2499), adjust equity and FYE general fund close (GL 3000 – 3200 ranges), original payroll expenditures (GL 4200), re-establish PY encumbrances (GL 4300), statutory transfers in (GL 4900), statutory transfers out (GL 4950), transfers for unclaimed property for warrant and sight drafts (misc. GLs), misc. re-establishment of purged warrants (GL depends on initial transaction code), close of the nominal accounts at year end (GLs 4100 – 4999)

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400-499 GRANT OR GRANT AND PROJECT POSTINGS

Grant or Grant and Project transactions are for when you want to track the transactions separate from the regular revenues and expenditures. These transaction codes post to the grant files and sometimes to both the grant and project files. **These are <u>in addition to</u> those that may post to the grant or grant and project using the other transaction code ranges.** They post receipts, transfers into a grant, sub grantee advances, receivables, and budgets to the grant or grant/project files. See the *EXPENDITURES AND DISBURSEMENTS* chapter or its' subchapters *GRANTS* and *PROJECTS* for more specific use of these transactions.

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Allocation file (AL)	DAFRAL	Advances or reimbursements to sub grantees
Appropriation file (AP)	DAFRAP	Advances or reimbursements to sub grantees
Cash Control file (CC)	DAFRCC	Cash receipts with increase to expendable budgets, receipt of project and grant monies, advances and reimbursements to sub grantees, operating transfer out posting to receipts, operating transfers in posting to advances, operating transfers in posting to receipts
Grant file (GP)	DAFRGP	Billable and expendable budgets, cash receipts to grants including some with increase to expendable budgets, grant accruals, units expended, advances and reimbursements to sub grantees, operating transfers out posting to receipts, operating transfers in posting to advances, operating transfers in posting to receipts
Operating file (OF)	DAFROF	Cash receipts to grants and/or projects including some with increase to expendable budgets (GL 4100), reimbursement to sub grantees (GL 4200),

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STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
		advances to sub grantees (GL 4200 & GL 4600), grant and project accruals (GL 4600), operating transfers in to a grant (GL 4700), operating transfers out of a grant (GL 4800), units expended (GL 5092)
Project file (PJ)	DAFRPJ	Expendable budgets, sub grantee billable and expendable budgets, cash receipts to projects including some with increase to expendable budgets, project accruals, advances and reimbursements to sub grantees, operating transfers out posting to receipts, operating transfers in posting to advances, operating transfers in posting to receipts
Subsidiary file (SF)	DAFRSF	Grant/project accruals (GL 2304)
General Ledger file (GL)	DAFRGL	General Ledger postings for all of the above type of information: cash (GL 1000 range), advances to sub grantees (GL 1153), grant/project accruals (GL 2304), cash receipts to grants and/or projects including some with increase to expendable budgets (GL 4100), advances and reimbursements to sub grantees (GL 4200), GAAP expenses (GL 4600), operating transfers in to a grant/project (GL 4700), operating transfers out of a grant/project (GL 4800), grant and project budgets, including units (GL 5000 range)

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500-599 ADVANCES/TRANSFERS

Advances/transfers record cash transfers from one fund to another, if allowed by Idaho Code. One 500 range TC must offset another 500 range TC whether using one 500 TC with an 'R' reversal indicator or a different 500 TC. The GL 1003 (cash) account must net to zero. The 500 range TCs also allow you to borrow (make an advance) from one fund to another. See FPAC policy on *INTERFUND BORROWING*.

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Cash Control file (CC)	DAFRCC	Advances to and from other funds or appropriations, cash receipt for or from another agency/fund, operating transfers in and out
Grant file (GP)	DAFRGP	Cash receipt into a grant and transfer out
Operating file (OF)	DAFROF	Investment transfer without cash move (GL 1203), cash receipts (GL 4100), operating transfers in (GL 4700), operating transfers out (GL 4800)
Project file (PJ)	DAFRPJ	Cash receipt into a project and transfer out
Subsidiary file (SF)	DAFRSF	Advances to other funds or appropriations (GL 1550), advances from other funds or appropriations (GL 2250)
General Ledger file (GL)	DAFRGL	General Ledger postings for all of the above type of information: cash (GL 1000 range), investment transfer without cash move (GL 1203), advances to other funds or appropriations (GL 1550), advances from other funds or appropriations (GL 2250), cash receipts (GL 4100), operating transfers in (GL 4700), operating transfers out (GL 4800)

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600–699 START-OF-THE-YEAR BALANCES

The 600 range posts to the Start-of-the-Year balance field in the general ledger and subsidiary files. SCO will use this range when recording beginning balances during the year-end closing in the general ledger account balance carry-forward process.

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Appropriation file (AP)	DAFRAP	Moves appropriation encumbrance balances between years (postings to original appropriation bucket and encumbrance bucket net to zero) moves pre-encumbrances in memo bucket between years
Allocation file (AL)	DAFRAL	Moves allocation posting for encumbrance and pre-encumbrance balances between years
Document file (DF)	DAFRDF	Moves debit and credit balances between years on GL accounts requiring posting to the Document file: receivables (GL 1300 range), Due From (GL 1500 range), encumbrances (GL 4300), pre-encumbrances (GL 5100)
Grant file (GP)	DAFRGP	Loads prior year encumbrance balance if not already posted to the grant file.
Operating file (OF)	DAFROF	Loads prior year balances into next year for: encumbrances (GL 4300), pre-encumbrances (GL 5100)
Project file (PJ)	DAFRPJ	Load prior year encumbrance balance if not already posted to the project file

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Subsidiary file (SF)	DAFRSF	Moves debit and credit balances between years on GL accounts requiring posting to the Subsidiary file: receivables (GL 1300 range), Due From (GL 1500 range)
General Ledger file (GL)	DAFRGL	Moves debit and credit balances between years for all General Ledger accounts (uses offset GL 9999)

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700–799 ROTARY, PETTY CASH, CHANGE FUNDS

The rotary transactions records reimbursements to your agency's rotary fund. The TC 730 to the rotary must equal the TC 735 to record the expenditure. SCO uses this series to establish rotary funds and record the advance to the rotary. See the _ROTARY FUND_ chapter for more information.

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Allocation file (AL)	DAFRAL	Charge of rotary fund expenditures
Appropriation file (AP)	DAFRAP	Charge of rotary fund expenditures
Cash Control file (CC)	DAFRCC	Petty cash and change fund direct from or back to operating fund (non-rotary), advance from operating fund to rotary fund, reimbursement rotary fund for sight drafts drawn, charge of rotary fund expenditures, rotary fund trust deposit payments, receipt or payment of an accrued liability of a wire transfer or sight draft reimbursement
Grant file (GP)	DAFRGP	Charge of rotary fund expenditures to a grant
Project file (PJ)	DAFRPJ	Charge of rotary fund expenditures to a project
Subsidiary file (SF)	DAFRSF	Petty cash and change fund direct from or back to operating fund (non-rotary) (GL 1001), operating fund advance to rotary fund (GL 1501), rotary fund advance from operating fund (GL 2201), receipt or payment of an accrued liability of a wire transfer or sight draft reimbursement (GL 2304), rotary fund trust deposit payments (GL 2407), rotary fund expenditures (GL 4200)

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
General Ledger file (GL)	DAFRGL	General Ledger postings for all of the above type of information: petty cash, change fund, rotary fund direct from or back to operating fund (non-rotary) (GL 1000 range), operating fund advance to rotary fund (GL 1501), rotary fund advance from operating fund (GL 2201), receipt or payment of an accrued liability of a wire transfer or sight draft reimbursement (GL 2304), rotary fund trust deposit payments (GL 2407), rotary fund expenditures (GL 4200)

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800–899 STARS FIXED ASSETS

STARS Fixed Asset transactions post the accounting impact for capitalized assets that are added, disposed, depreciated, or transferred in the Fixed Asset System (FAS). These transactions will process in system-generated 'F' batches. See Appendix A of the *FAS USER MANUAL* for more information on these FAS-generated transactions.

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Operating file (OF)	DAFROF	For proprietary and governmental funds: losses on assets (GL 4250), gain on assets (GL 4350), asset GAAP revenues (GL 4500), asset GAAP expenses (GL 4600), capital asset transfers in (GL 4725), capital asset transfers out (GL 4750)
General Ledger file (GL)	DAFRGL	General Ledger postings for all of the above type of information: fixed assets by asset class, accumulated depreciation by asset class (GL 1700 range), work in progress (GL 1810), investment in capital assets (GL 3002), losses on assets (GL 4250), gain on assets (GL 4350), asset GAAP revenues (GL 4500), asset GAAP expenses (GL 4600), capital asset transfers in (GL 4725), capital asset transfers out (GL 4750)

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900–999 RESERVED FOR SCO (NO GENERAL LEDGER POSTING)

The 900 series range **Does Not** post to the general ledger file. SCO uses these transactions to record statistical (non-financial) transactions, and to record other accounts where no general ledger accounting is required.

STARS FILE	NOMAD DATABASE	TYPE OF INFORMATION
Grant file (GP)	DAFRGP	Adjustment postings for prior year information fixes such as: billable and expendable budgets, amount billed, receipts and collections, pre-encumbrance, encumbrances, cash expenditures
Project file (PJ)	DAFRPJ	Adjustment postings for prior year information fixes such as: billable and expendable budgets, amount billed, receipts and collections, encumbrances, cash expenditures
Subsidiary file (SF)	DAFRSF	FYE debit and credit subsidiary roll, adjustments for fixed asset conversions

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FILES VS NOMAD DATABASES

This is a review of the most commonly used STARS and FAS files for NOMAD queries. Before working in NOMAD, you should always review the data elements for each file schema to determine if the information you are looking for exists in the FAS or STARS file.

The following sections will have a brief explanation of what a file can provide for a NOMAD query. In addition to the explanation of the file, you will see a screen print of the on-line file and a NOMAD schema of the file.

INQUIRY AMOUNTS – PERIOD OF TIME

The file screens provide you with the ability to inquire on cumulative financial amounts, or on only the activity for a specific period-of-time. This same logic is applied to the NOMAD schemas. The most commonly used periods of time that may be queried are as follows:

- **CM** – Current Month (amounts presented are through the current date)
- **PM** – Prior Month (amounts presented are through the end of the previous month)
- **CP** – Current Period (amounts presented are through the current date for the current fiscal quarter)
- **PP** – Prior Period (amounts presented are through the end of the previous fiscal quarter)
- **PY** – Prior Year (amounts presented are through the end of the prior fiscal year)

NOTE: Schemas may contain more options depending on the STARS or FAS file.

INQUIRY AMOUNTS – CUMULATIVE VS. ACTIVITY

In addition to identifying the period-of-time, the file inquiry screens allow you to view financial amounts on a monthly activity basis or on a cumulative basis.

The following indicators are available in the STARS and FAS inquiry screens:

- **CUM** – Cumulative (most are July 1 to-date, but other files like the Grant, Project, and FAS file amounts are inception-to-date, since they were established)
- **ACTV** – Activity (amounts presented are activity for the requested period of time **only**)

EXAMPLE: If you were looking at information on the General Ledger file in September, CUM would give you information from July 1 to-date (including and roll-over balance from the previous year), and ACTV would give you information for September only.

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FAS FILE DATABASES

DAFRFN – *FAS FILES – OPTIONAL FUNDING SOURCE (FN)*
DAFRFP – *FAS FILES – PROPERTY FILE (FP)*

FAS TABLE DATABASES

DAFRFE – *FAS TABLES – LOCATION 1 TABLE (FE)*

STARS FILE DATABASES

DAFRAL – *STARS FILES – ALLOCATION FILE (AL)*
DAFRAP – *STARS FILES – APPROPRIATION FILE (AP)*
DAFRCC – *STARS FILES – CASH CONTROL FILE (CC)*
DAFRDF – *STARS FILES – DOCUMENT FILE (DF)*
DAFRGL – *STARS FILES – GENERAL LEDGER FILE (GL)*
DAFRGP – *STARS FILES – GRANT FILE (GP)*
DAFROF – *STARS FILES – OPERATING FILE (OF)*
DAFRPJ – *STARS FILES – PROJECT FILE (PJ)*
DAFRSF – *STARS FILES – SUBSIDIARY FILE (SF)*
DAFRVP – *STARS FILES – VENDOR PAYMENT FILES (VP* & vppy)
DAFRVPPY – *STARS FILES – VENDOR PAYMENT FILES (VP* & vppy)
DAFRWC – *STARS FILES – WARRANT CONTROL FILE (WC)*
DAFRWD – *STARS FILES – WARRANT DETAIL FILE (WD)*
DAFRWW – *STARS FILES – WARRANT WRITE FILE (WW)*

STARS TABLE DATABASES

DAFRBU – *STARS TABLES – BUDGET UNIT TABLE (TABLE 20)*
DAFRDT – *STARS TABLES – DESCRIPTOR TABLE (TABLE 23)*
DAFRGC – *STARS TABLES – GRANT CONTROL TABLE (TABLE 29)*
DAFRIC – *STARS TABLES – INDEX CONTROL TABLE (TABLE 24)*
DAFRPA – *STARS TABLES – PROGRAM COST ACCOUNT (PCA) TABLE (TABLE 26)*
DAFRPC – *STARS TABLES – PROJECT CONTROL TABLE (TABLE 27)*
DAFRRD – *STARS TABLES – REPORT DISTRIBUTION TABLE (TABLE 95)*
DAFRRR – *STARS TABLES – REPORT REQUEST TABLE (TABLE 91)*
DAFRTD – *STARS TABLES – TRANSACTION CODE DECISION TABLE (TABLE 28)*
DAFRVE – *STARS TABLES – VENDOR EDIT TABLE (TABLE 21)*

_____

FAS FILES – OPTIONAL FUNDING SOURCE (FN)

The purpose of Screen S04N (Optional Funding Sources) is to show you all the financial funding sources posted to an asset.

FAS Optional Funding Sources Screen

```
VERSION 3.1     FAS INQUIRY/MAINTENANCE OPTIONAL FUNDING SOURCES       S04N

FUNCTION:  (C=CHANGE, N=NEXT, P=PREVIOUS)
AGY/SFX: 230 03 PROP NO: 0000050138 COMP NO: 01        AMT:      500.00
DESCRIPTION:  FLOOORING,ENDUROCK,JANITORS CLOSET

ACTION       PCA   INDEX   GRANT / PH   PROJECT /PH      AMOUNT
-------------------------------------------------------------------------
  _          03001 3300                                  500.00
  _          _____ _____   _____ __    _____  __
  _          _____ _____   _____ __    _____  __
  _          _____ _____   _____ __    _____  __
  _          _____ _____   _____ __    _____  __
  _          _____ _____   _____ __    _____  __
  _          _____ _____   _____ __    _____  __
  _          _____ _____   _____ __    _____  __
  _          _____ _____   _____ __    _____  __
  _          _____ _____   _____ __    _____  __

TOTAL DISTRIBUTED AMOUNT                               500.00
```

NOMAD SCHEMA (DAFRFN)

DAFRFN	DAFRFN
FAS OPTIONAL FUNDING SOURCES FILE DATABASE	
* GROUP_CODE (Group Code) * ENTITY (No Heading) * DEPARTMENT (No Heading) * PROP_NO (Prop No) * PROP_NO_SFX (Prop No Sfx) * PCA (No Heading) * FN_FILLER (FN Filler) * FN_INDX (FN Index) * GRANT (No Heading) * GRANT_PH (Grant Ph) * PROJ (No Heading) * PROJ_PH (Proj Ph) FN_AMT (FN Amt) FN_CREATE_DT (FN Create Dt) LAST_PROC_DATE (Last Proc Date) SM_KEY_FN (Sm Key FN) D02_KEY_FN (Agy No.) AGY_TTL_FN (Dept:Title) FP_KEY_FN (FP Key FN) PROP_DESCR_FN (Prop:Descr) PCA_KEY_FN (PCA Key Fn) PCA_TTL_FN (PCA:Title) ICX_KEY_FN (Index No.) FN_INDX_TTL_FN (Index:Title) D47_KEY_FN (Grant No.) GRANT_TTL_FN (Grant:Title) GCX_KEY_FN (Grant Phase No.) GRT_PHS_TTL_FN (Grant:Phase:Title) D42_KEY_FN (Project No.) PROJECT_TTL_FN (Project:Title) PCX_KEY_FN (Project Phase No.) PROJ_PHS_TTL_FN (Project:Phase:Title)	
* The records in the database are sorted according to these KEY fields. - All dates in FAS are 8-charaters (YYYYMMDD)	

_____

FAS FILES – PROPERTY FILE (FP)

The purpose of the FAS Property File is to show you relevant information about a particular property and component number combination.

In the example below, the shaded information in ( ) relates to the following information:
Normal Balances   Bucket No. from TC
'+' or '-'   '01,' '02,' etc.

FAS Property Maintenance/Inquiry Screen

```
VERSION 3.1        FAS PROPERTY MAINTENANCE/INQUIRY SCREEN            S040
FUNCTION:    (N=NEXT, P=PREVIOUS, R=RECALL, C=CHANGE)
AGENCY:      PROPERTY NUMBER:            COMPONENT NUMBER:
CM:   PM:    CP:    PP:    PY:    CUM:    ACTV:
AGY  SFX:          STATUS:       OWNRSHP:     CAP IND:      ACQ  DT:
INSRV DT:          RSK MG:       DSP MTH:     ACQ MTH:      DISP DT:
CLASS CD:          CL SFX:       AGY MTH:     ST  MTH:      DEPR DT:
INVNT DT:          U LIFE:       COND CD:     QTY:          QTY UNT:
LOCAT  1:      DISP %:       DESC:
INS IND:   CURR DOC:        PO NO  :           MODEL YR:         MFR:
LAST  NM:                   FIRST  :           MID INIT:
SERIAL  :                   LICENSE:           ODOMETER:
LOCAT  2:                   COMMENT:
  ORIGINAL AMOUNT:  (+ 01)          POSITIVE ADJ  :  (+ 11)
  STWD ACCM DEPR :  (- 05)          NEGATIVE ADJ  :  (- 12)
  DISPOSITIONS   :  (- 07)          SALVAGE VALUE :  (- 04)
  GAIN AMOUNT    :  (+ 09)          REPLCMNT VALUE :  (+ 08)
  LOSS AMOUNT    :  (- 10)          AGY DISP ADJ  :  (- 02)
  STWD LQDTD DEPR:  (+ 13)          AGY ACCUM DEPR :  (- 06)
  STWD BOOK VALUE:                  AGY BOOK VALUE :
              LAST-PROC-DATE:                   INTERRUPT:

PF3 = RETURN TO INQUIRY   PF7 = GO TO FUNDING SOURCE  PF8 = OPTIONAL FUNDING
```

_____

NOMAD SCHEMA (DAFRFP)

DAFRFP	DAFRFP
FAS PROPERTY FILE DATABASE	
* GROUP_CODE	ACQ_DATE
* ENTITY	DISP_DATE
* AGENCY	LAST_ACC_DPR
* PROP_NO	CREATE_DATE
* COMP_NO	LST_PROC_DT
* FILLER	WIP_TRANSFER_DT
FP_ALT_KEY (do not use in queries)	WIP_AMOUNT
FP_PROP_ALTKEY (do not use in queries)	PERS_PO_NO
FP_LOC_ALTKEY (do not use in queries)	PERS_SERIAL
FP_CLS_ALTKEY (do not use in queries)	PERS_MODEL YR
FP_DSFX_ALTKEY (do not use in queries)	PERS_MFR
FP_SER_ALTKEY (do not use in queries)	PERS_LOCAT2
FP_LIC_ALTKEY (do not use in queries)	PERS_LICENSE
AGY_SFX	PERS_ODOMETER
QTY	FUND_(1,2,3,4,5,6,7,8,9,10)
QTY_UNIT	FUND_DT_(1,2,3,4,5,6,7,8,9,10)
DESCRIP	BGT_UNIT_(1,2,3,4,5,6,7,8,9,10)
CLS_CD	AMOUNT_(1,2,3,4,5,6,7,8,9,10)
CLS_SFX	ORIG_AMT_(CM,PM,PPM,CP,PP,PY,PY13)
PREV_CLS_CD	** AGY_LIQ_ADJ_(CP,PP,PY,P13)
RISK_MGT	** AGY_LIQ_(CM,PM,CP,PP,CY)
CUR_DOC	** SALV_AMT_(CM,PM,PPM,CP,PP,PY,PY13)
DISPOSE_IND	** SALV_ACT_(CM,PM,CP,PP,CY)
DISPOSE_METHOD	** STACCDPR_(CM,PM,PPM,CP,PP,PY,PY13)
DISPOSE_PERCENT	** STACCDPRACT_(CM,PM,CP,PP,CY)
OWNERSHIP	** AGYACCDPR_(CM,PM,PPM,CP,PP,PY,PY13)
LOCAT1	** AGYACCDPRACT(CM,PM,CP,PP,CY)
INS_IND	** DISPO_AMT_(CM,PM,PPM,CP,PP,PY,PY13)
CAP_IND	** DISPO_ACT_(CM,PM,CP,PP,CY)
COMMENT	REPL_AMT_(CM,PM,PPM,CP,PP,PY,PY13)
COND_CD	REPL_ACT_(CM,PM,CP,PP,CY)
U_LIFE	** GAIN_AMT_(CM,PM,PPM,CP,PP,PY,PY13)
ACQ_MTH	** GAIN_ACT_(CM,PM,CP,PP,CY)
ST_MTH	** LOSS_AMT_(CM,PM,PPM,CP,PP,PY,PY13)
AGY_MTH	** LOSS_ACT_(CM,PM,CP,PP,CY)
STATUS	** POS_ADJ_AMT_(CM,PM,PPM,CP,PP,PY,PY13)
RESP_NM_FIRST	** POS_ADJ_ACT_(CM,PM,CP,PP,CY)
RESP_NM_INIT	** NEG_ADJ_AMT_(CM,PM,PPM,CP,PP,PY,PY13)
RESP_NM_LAST	** NEG_ADJ_ACT_(CM,PM,CP,PP,CY)
PROP_TYPE	** STA_LQD_AMT_(CM,PM,PPM,CP,PP,PY,PY13)
INSERVICE_DATE	** STA_LQD_ACT_(CM,PM,CP,PP,CY)
LST_INV_DATE	POST_PEND_IND

CM=Current Month	CP=Prior Period	PM=Prior Month
PPM=Prior Prior Month	PP=Prior Prior Period	PY=Prior Period

PY13=Closing records processed in Fiscal Month 13

* The records in the database are sorted according to these KEY fields.

** Very complicated fields - Recommend using system reports

All dates in FAS are 8-charaters (YYYYMMDD)

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FAS TABLES – LOCATION 1 TABLE (FE)

The purpose of the FAS Location 1 Table is to identify the geographical location of an asset for land and buildings.

FAS Land and Building/Location 1 Maintenance Screen

```
VERSION 3.1          FAS LAND AND BUILDING/LOCATION 1 MAINTENANCE       S038

FUNCTION: N   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
LOCATION1 :  00353           RESPONSIBLE AGENCY  : 260
OWNERSHIP :  A               OWNER COMMENT OR REF:
CLASS CODE:  0095            LOC1 LAND ASSOCIATED:
YEAR BUILT:  1945
STREET ADDRESS :
REFERENCE ADD  : BIRCH CRK HATCH
CITY: TERRETON                          ZIP CD: 83450
MILES FROM TOWN: 0027                    SQ FT:
ACREAGE: 0173.0                         LOT SIZE:     BY
DESCRIPTION:


COUNTY: 17     BLOCK:        SUBDIV :
PARCEL:        TRACT:        EASEMNT:
LOT NO:        INSTR:        CONS CD:
ORIGINAL AMOUNT:        1500.00    FAIR MARKET VALUE:        1500.00
                                   DATE OF FM VALUATION:
```

_____

_____

NOMAD SCHEMA (DAFRFE)

DAFRFE	DAFRFE
FAS LOCATION 1 TABLE DATABASE	
* GROUP_CODE (Group Code)	FMV_DATE (Fair Market Value Date)
* ENTITY (No Heading)	LAST_PROC_DATE (Last Process Date)
* LOCAT1 (No Heading)	EFF_START_DT (Effective Start Date)
RESP_AGY (Responsible Agy)	EFF_END_DT (Effective End Date)
OWNERSHIP (No Heading)	AGENCY_TTL (Agency:Title)
OWNER_COMMENT (Owner Comment)	CLASS_CODE_TTL (Class Code:Title)
CLS_CD (Class Code)	CONSTR_TTL (Construction Code:Title)
REF_LOCAT1 (Reference Location 1)	COUNTY_TTL (County:Title)
MODEL_YR (Model Yr)	INSTRUMENT_TTL (Instrument:Title)
ADDRESS_1 (Address 1)	EASEMENT_TTL (Easement:Title)
ADDRESS_2 (Address 2)	OWNERSHIP_TTL (Ownerhship:Title)
CITY (No Heading)	REF_LOCAT1_TTL (Ref Locat1:Title)
ZIP_CODE (Zip Code)	
MILES (No Heading)	
SQR_FEET (Square Feet)	
ACRES (No Heading)	
LOT_SIZE_1 (Lot Size 1)	
LOT_SIZE_2 (Lot Size 2)	
DESCRIP (No Heading)	
COUNTY (No Heading)	
BLOCK_NO (Block No)	
SUBDIVI (No Heading)	
PARCEL (No Heading)	
TRACT_NO (Tract No)	
EASEMENT (No Heading)	
LOT_NO (Lot No)	
INSTRMNT (No Heading)	
CONST_CD (Construction Code)	
ORIG_AMT (Original Amt)	
FAIR_MRKT_VAL (Fair Market Value)	
* The records in the database are sorted according to these KEY fields. All dates in FAS are 8-charaters (YYYYMMDD).	

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STARS FILES – ALLOCATION FILE (AL)

The purpose of the Allocation File is to record budgetary data at a lower level of detail than the appropriation. You agency can use this file for management control as well as decision-making. This file contains allocation and accumulative expenditure information. All data is summarized in the allocation file by fund, program structure (per PCA), organization structure (per Index), and object level (per Budget Unit).

ON-LINE FILE INQUIRY SCREEN 61

In the example below, the shaded information in ( ) relates to the following information:
Normal Balances   Bucket No. from TC
'+' or '-'   '01,' '02,' etc.

> The AL control on the Fund Detail determines whether the allocation posts to the File at the fund or fund detail level.

> The Allocation controls on the PCA and Index determine the structure levels that post here.

```
VERSION 3.1          STARS--ALLOCATION FILE RECORD INQUIRY            S061

AGENCY: 230 DIV: 20 BUR: 21 SEC:      UNIT:     INDEX:      BUDGET UNIT: CCAC
BFY: 00 TRANS YR:  00     FUNC: 02 ACTV: 50 PRG: 000 ELEM: 000 PCA: 15005
FUND/DET: 0481 05 EXP OBJECT/DET: 5001      PROJ/PH:
CM: X PM:   CP:   PP:   PY:            CUM: X ACTV:

OVER EXPEND DATE:       CLOSE DATE:

 1ST QT ALLOCATION    (- 01)  2,254.30- 2ND QT ALLOCATION    (- 02)     0.00
 3RD QT ALLOCATION    (- 03)      0.00  4TH QT ALLOCATION    (- 04)     0.00
 GOV'S HOLDBACK       (+ 05)      0.00  BRD EXAM REDUCTION   (+ 06)     0.00
 RESERVE              (+ 07)      0.00  NON-COGNIZABLE       (+ 15)     0.00
 CASH EXPENDITURES    (+ 09)    226.74  OBJECT TRANSFERS     (- 12)     0.00
 ENCUMBRANCES         (+ 10)  1,956.30  RECEIPTS TO APPROP   (- 14)     0.00
 ACTIVITY TRANSFERS   (- 13)      0.00
                                            BALANCE:           71.26-

 ACCRD EXPEND(MEMO)   (+ 08)      0.00
 PRE-ENCUM   (MEMO)   (+ 11)      0.00

                   LAST PROCESS DATE: 081100    INTERRUPT:
Z07 NEXT RECORD SUCCESSFULLY READ
 PLEASE ENTER INQUIRY KEY AND OPTIONS
```

> The Allocation Object Level on the Budget Unit determines the object level that posts here.

> The Allocation controls on the PCA and Index determine the structure levels that post here.

> The normal balance for the Allocation File is a negative. A negative BALANCE amount means you have that much allocation left to spend.

_____

NOMAD SCHEMA (DAFRAL)

DAFRAL	DAFRAL
ALLOCATION FILE DATABASE	
GROUP_CODE	FIR_QTR_AL (CM/PM/PPM/PP/PY/PY13)
* ENTITY	SEC_QTR_AL (CM/PM/PPM/PP/PY/PY13)
* AGENCY	THR_QTR_AL (CM/PM/PPM/PP/PY/PY13)
* DIVISION	FOU_QTR_AL (CM/PM/PPM/PP/PY/PY13)
* AL_BIGKEY	HOLDBACK (CM/PM/PPM/PP/PY/PY13)
BUREAU	BOARD_EXAM (CM/PM/PPM/PP/PY/PY13)
SECTION	RESERVES (CM/PM/PPM/PP/PY/PY13)
UNIT	ACCD_EXP (CM/PM/PPM/PP/PY/PY13)
INDEXS	CASH_EXP (CM/PM/PPM/PP/PY/PY13)
BUDGET_UNIT	ENCUMBRANC (CM/PM/PPM/PP/PY/PY13)
[F] BFY	PRE_ENCUMB (CM/PM/PPM/PP/PY/PY13)
[F] TRANS_YR	OBJECT_TR (CM/PM/PPM/PP/PY/PY13)
FUNCTIONS	ACTIV_TRAN (CM/PM/PPM/PP/PY/PY13)
ACTIVITY	REC_TO_APP (CM/PM/PPM/PP/PY/PY13)
PROGRAM	NON_COGNIZ (CM/PM/PPM/PP/PY/PY13)
ELEMENTS	AGENCY_TITLE
PCA_NO	DIV_TITLE
FUND	BUREAU_TITLE
FUND_DETAIL	SECTION_TITLE
EXPEND_SUB_OBJ	UNIT_TITLE
EXPEND_DETAIL	INDEX_TITLE
FA_BUD_CODE	BUD_UNIT_TITLE
PROJ_NO	FUNC_TITLE
PROJ_PHASE	ACT_TITLE
FYI_INDEX	PROG_TITLE
FYI_EXP_UNIT	ELEM_TITLE
FYI_PROJ_NO	PCA_TITLE
FYI_PROJ_PHASE	FUND_TITLE
CLOSE_IND	FUND_DET_TITLE
CLOSE DATE	EXPSUB_TITLE
LAST_PROC_DATE MMDDYYYY	EXP_DET_TITLE
	PROJ_TITLE
	PROJ_PHS_TITLE

| **CM** | = | Current Month | **PM** | = | Prior Month | **PPM** | = Prior-Prior Month |
| **PP** | = | Prior Period | **PY** | = | Prior Year | **PY13** | = FYE closing records processed in Fiscal Month 13 |

*   The records in the database are sorted according to these KEY fields.

[F]   Be sure to specify Budget Fiscal Year or Transaction Year (or both) to get the information you want. Must be displayed in century format, i.e. 2000.

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STARS FILES – APPROPRIATION FILE (AP)

The purpose of the Appropriation File is to record budgetary data in sufficient detail to ensure compliance with law (appropriation bills or Idaho Code). This file contains appropriation and accumulative expenditure information. All data is summarized in the appropriation file by fund, budget unit, and object level. The appropriation bill, as entered into the budget unit table, controls the level of detail recorded in this file.

ON-LINE FILE INQUIRY SCREEN 62

In the example below, the shaded information in ( ) relates to the following information:

Normal Balances   Bucket No. from TC
'+' or '-'   '01,' '02,' etc.

The AP control on the Fund Detail setup determines whether the appropriation posts to the File at the fund or fund detail level.

Appropriation File Record Inquiry

```
 VERSION 3.1              STARS--APPROPRIATION FILE RECORD INQUIRY           S062


AGENCY: 230 DIV: 20 BUR: 21 SEC:       UNIT:      BUDGET UNIT: CCAC
BFY: 00   TRANS YR: 00        FUNC: 02 ACTV:    PROG:       ELEM:
FUND/DET: 0481 05 EXP OBJECT: 5000 PROJ/PH:

 CM: X PM:   CP:    PP:   PY:                CUM: X ACTV:

 INDEX: 1000 EXP SOBJ/DTL: 5396                      ENACT YEAR: 01




ORIGINAL APPROP    (– 01) 2,219,300.00- PY REAPPROPRIATION (– 02)         0.00
SUPPLEMENTAL       (– 03)         0.00  CLOSE CY REAPPROP   (+ 04)         0.00
GOV'S HOLDBACK     (+ 05)         0.00  REVERSION           (+ 06)         0.00
BRD EXAM REDUCTION (+ 07)         0.00  NON-COGNIZABLE      (– 08)         0.00
OBJECT TRANSFERS   (– 09)         0.00  ACTIVITY TRANSFERS  (– 10)         0.00
ENCUMBRANCES       (+ 13)    25,335.28  CASH EXPENDITURES   (+ 12)   570,131.93
RECEIPTS TO APPROP (– 15)         0.00
                                              BALANCE:       1,623,832.79-
ACCRD EXPEND(MEMO) (+ 11)         0.00  PRE-ENCUMB(MEMO)    (+ 14)       292.83
                        LAST PROCESS DATE: 083100 INTERRUPT:
Z07 NEXT RECORD SUCCESSFULLY READ
PLEASE ENTER INQUIRY KEY AND OPTIONS
```

The controls on the Budget Unit Table determine the level of structure that will post to the Appropriation File.

The normal balance for the Appropriation File is a negative. A negative BALANCE amount means you have that much appropriation left to spend.

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Division of Statewide Accounting

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NOMAD SCHEMA (DAFRAP)

DAFRAP	DAFRAP
APPROPRIATION FILE DATABASE	
* GROUP_CODE	B_EXAM_RED (CM/PM/PPM/PP/PY/PY13)
* ENTITY	NON_COGNIZ (CM/PM/PPM/PP/PY/PY13)
* AGENCY	OBJECT_TR (CM/PM/PPM/PP/PY/PY13)
* DIVISION	ACTIVITY (CM/PM/PPM/PP/PY/PY13)
* AP_BIGKEY	ACC_EXP (CM/PM/PPM/PP/PY/PY13)
BUREAU	CASH_EXP (CM/PM/PPM/PP/PY/PY13)
BUDGET_UNIT	ENCUMBR (CM/PM/PPM/PP/PY/PY13)
^F BFY	PRE_ENC (CM/PM/PPM/PP/PY/PY13)
^F TRANS_YR	REC_TO_AP (CM/PM/PPM/PP/PY/PY13)
FUNCTIONS	BALANCE (CM, PM)
ACTIVITY	AGENCY_TITLE
FUND	DIV_TITLE
FUND_DETAIL	BUREAU_TITLE
EXP_OBJECT	BUD_UNIT_TITLE
INDEXES	FUNC_TITLE
EXP_SUB_OBJ	ACT_TITLE
EXPEND_DET	FUND_TITLE
CLOSE_IND	FUND_TYPE
ENACT_YR	FUND_GROUP
OVER_XPND.DT	FUND_GRP_TITLE
CLOSE_DATE	FUND_TYP_TITLE
LAST_PROC_DATE MM/DD/YYYY	FUND_DET_TITLE
ORG_APPN (CM/PM/PPM/PP/PY/PY13)	EXP_SUB_TITLE
PY_REAPPRO (CM/PM/PPM/PP/PY/PY13)	EXP_DET_TITLE
SUPPLEMEN (CM/PM/PPM/PP/PY/PY13)	INDEX_TITLE
CL_CY_REAP (CM/PM/PPM/PP/PY/PY13	BU_KEY_AP
HOLDBACK (CM/PM/PPM/PP/PY/PY13)	BU_APPN_CTL
REVERSION (CM/PM/PPM/PP/PY/PY13)	

CM	= Current Month	**PM**	= Prior Month	**PPM**	= Prior-Prior Month
PP	= Prior Period	**PY**	= Prior Year	**PY13**	= FYE closing records processed in Fiscal Month 13

*   The records in the database are sorted according to these KEY fields.

^F   Be sure to specify Budget Fiscal Year or Transaction Year (or both) to get the information you want. Must be displayed in century format, i.e. 2000.

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STARS FILES – CASH CONTROL FILE (CC)

The purpose of the Cash Control file is to record cash flow activities to ensure cash is available before making a disbursement/expenditure. Idaho Code discerns whether a fund may have a deficit balance. Transactions post to this file at an accumulative level into eight specific cash buckets, by agency, fund/detail, and grant/phase.

ON-LINE FILE INQUIRY SCREEN 63

In the example below, the shaded information in ( ) relates to the following information:

Normal Balances	Bucket No. from TC
'+' or '-'	'01,' '02,' etc.

All funds post to the cash control file. The CCL on the Fund Detail setup determines whether the cash posts to the control file at the fund or fund detail level.

Cash Control File Record Inquiry

```
VERSION 3.1           STARS--CASH CONTROL FILE RECORD INQUIRY              S063

 AGENCY: 230        FUND/DET: 0349 05 GRANT/PHASE: DETOUR

 CM: X PM:   CP:   PP:   PY:              CUM: X ACTV:



 BEGINNING BALANCE (+ 01)    6,007.29  ADVANCES RECEIVED (+ 02)         0.00
 RECEIPTS/COLLECTNS(+ 03)    3,133.94  ADVANCES MADE     (- 04)         0.00
 DISBURSEMENTS     (- 05)    4,233.10  BORROWING LIMIT   (+ 06)         0.00
 TRANSFERS RECEIVED(+ 07)        0.00  TRANSFERS MADE    (- 08)         0.00

                        BALANCE          4,908.13


                        LAST PROCESS DATE: 090100 INTERRUPT:
Z07 NEXT RECORD SUCCESSFULLY READ
 PLEASE ENTER INQUIRY KEY AND OPTIONS
```

The Cash-Post-Level on the Grant setup determines whether the cash will post to the control file at no grant, grant, or grant/phase level.

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NOMAD SCHEMA (DAFRCC)

DAFRCC	DAFRCC
CASH CONTROL FILE DATABASE	
* GROUP_CODE	ADV_MADE (CM/PM/PPM/PP/PY/PY13)
* ENTITY	DISBURSE (CM/PM/PPM/PP/PY/PY13)
* AGENCY	BORR_LIMIT (CM/PM/PPM/PP/PY/PY13)
* FUND	TRANS_RECD (CM/PM/PPM/PP/PY/PY13)
* CC_BIGKEY	TRANS_MADE (CM/PM/PPM/PP/PY/PY13)
FUND_DETAIL	AGENCY_TITLE
GRANT_NO	FUND_TITLE
GRANT_PHASE	FUND_DET_TITLE
LAST_PROC_DATE MM/DD/YYYY	GRANT_TITLE
BEG_BAL (CM/PM/PPM/PP/PY/PY13)	GRANT_PHS_TITLE
ADV_RECD (CM/PM/PPM/PP/PY/PY13)	
RECEIPT_CO (CM/PM/PPM/PP/PY/PY13)	

CM	= Current Month	**PM**	= Prior Month	**PPM**	= Prior-Prior Month
PP	= Prior Period	**PY**	= Prior Year	**PY13**	= FYE closing records processed in Fiscal Month 13

*   The records in the database are sorted according to these KEY fields.
Year must be displayed in century format, i.e. 2000.

STARS FILES – DOCUMENT FILE (DF)

The purpose of the Document File is to record receivables, due froms, encumbrances, and pre-encumbrances by maintaining their individual balances for monitoring and control. Each eight-character document number and two-digit document suffix comprises one document on the document file, with it's detailed structure. The document amounts contain summary information only.

ON-LINE FILE INQUIRY SCREEN 64

<div align="center">

Document File Record Inquiry

</div>

```
VERSION 3.1              STARS--DOCUMENT FILE RECORD INQUIRY              S064

 AGENCY: 230 DOC NO: AR000011 01   BFY: 01


CM: X PM:   CP:   PP:   PY:          CUM: X ACTV:


INDEX: 1500 DEPT: 230 DIV: 15 BUR:    SEC:      UNIT:    GL ACCT: 1502
EXP SUBOBJECT/DET:        REV SUBOBJECT/DET: 2039    SUBSID: 1700800
FUNC: 05 ACT: 30 PROG:      ELEM:    PCA-1:      PCA: 05088 PCA TYPE: 1
PROJ:          GRANT: ABEPD  00 LOC:      FAC:      TASK:    SEC AGCY: 170
BUDGET UNIT: CCAB ENACT YR: 01 FUND/DTL: 0348    MULTIPURPOSE:
VENDOR: 826000952  57 VENDOR NAME: STATE BOARD OF EDUCATION
INDICATORS: C 1 1 1 0 0 D 1 2 C      1
DOC DATE: 101899 CREATE DATE: 071500 CLOSE DATE:      DUE DATE:


ORIGINAL AMOUNT    (x01)      565.42  ADJUSTMENTS        (x02)      0.00
LIQUIDATIONS       (x03)        0.00  COLLECTNS/PYMENTS  (x04)      0.00
INTEREST/DISCOUNTS (x05)        0.00  RETENTIONS         (x06)      0.00

                   BALANCE           565.42

                   LAST PROCESS DATE: 071500    INTERRUPT:
Z26 RECORD NOT FOUND – NEXT RECORD RECALLED
 PLEASE ENTER INQUIRY KEY AND OPTIONS
```

The "x" on the bucket numbers indicates that the normal balance may be "+" or "-", depending on the general ledger account.

GLS ON THE DOCUMENT FILE	
1301 Accounts Receivable	4300 Encumbrances
1304 Accounts Receivable Other	5100 Pre-Encumbrances
1305 Notes Receivable – Non-Current	
1502 Due From other Funds or Appropriations	

_____

NOMAD SCHEMA (DAFRDF)

DAFRDF		DAFRDF	
DOCUMENT FILE DATABASE			
* GROUP_CODE		DUE_DATE	MMDDYYYY
* ENTITY		LAST_PROC_DATE	MMDDYYYY
* AGENCY		MACH_CLASS	
F * BFY		VENDOR_NO	
* DF_BIGKEY		VENDOR_SUFFIX	
DOC_NO		VENDOR_NAME	
DOC_NO_SUFFIX		DOC_AMT	(CM/PM/PPM/CP/PP/PY/PY13)
INDEXES		ADJ_AMT	(CM/PM/PPM/CP/PP/PY/PY13)
DIVISION		LIQ_AMT	(CM/PM/PPM/CP/PP/PY/PY13)
BUREAU		COLL_PAY_	(CM/PM/PPM/CP/PP/PY/PY13)
SECTION		INT_DISC	(CM/PM/PPM/CP/PP/PY/PY13)
UNIT		RETENTION	(CM/PM/PPM/CP/PP/PY/PY13)
FUNCTIONS		PLAN_DOC_	(CM/PM/PPM/CP/PP/PY/PY13)
ACTIVITY		SEC_AGENCY	
PROGRAMS		AGY_TITLE	
ELEMENTS		SEC_AGY_TITLE	
PCA_NO		DIV_TITLE	
GRANT_NO		BUREAU_TITLE	
GRANT_PHASE		SECTION_TITLE	
PROJ_NO		UNIT_TITLE	
PROJ_PHASE		INDEX_TITLE	
LOCATION		BUD_UNIT_TITLE	
FACILITY		FUNC_TITLE	
TASK		ACT_TITLE	
EXPEND_OBJ		PROG_TITLE	
EXPEND_SUM_OBJ		ELEM_TITLE	
EXPEND_SUBOBJ		PCA_TITLE	
EXPEND_DETAIL		FUND_TITLE	
REVENUE_SUBOBJ		FUND_DET_TITLE	
REVENUE_DETAIL		EXP_OBJ_TITLE	
REV_OBJ		EXP_SUM_TITLE	
REV_SUM_OBJ		EXP_SUB_TITLE	
FUND		EXP_DET_TITLE	
FUND_DETAIL		REV_OBJ_TITLE	
GL_ACCT_NO		REV_SUM_TITLE	
SUB_ACCT_NO		REV_SUB_TITLE	
FA_BUDGET_CODE		REV_DET_TITLE	
BUDGET_UNIT		PROJ_TITLE	
ENACT_YR		PROJ_PHS_TITLE	
MULTI_PURPOSE_C		TASK_TITLE	
DOC_DATE	MMDDYYYY	GRANT_TITLE	
CREATE_DATE	MMDDYYYY	GRANT_PHS_TITLE	
CLOSE_DATE	MMDDYYYY	GL_TITLE	

CM	=	Current Month	**PM**	=	Prior Month	**PPM**	=	Prior-Prior Month
PP	=	Prior Period	**PY**	=	Prior Year	**PY13**	=	FYE closing records processed in Fiscal Month 13

*   The records in the database are sorted according to these KEY fields.
F   Be sure to specify the Budget Fiscal Year to get the encumbrance information you want.
Year must be displayed in century format, i.e. 2000.

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STARS FILES – GENERAL LEDGER FILE (GL)

All transactions in STARS, except those posted with 900 series transaction codes, post to the GL file. All transactions post to this file at an accumulative level, by agency, transaction year, fund/detail, grant/phase, GL account, transaction code.

ON-LINE FILE INQUIRY SCREEN 65

The fund or fund detail posting to this file depends on how they were input on the individual transactions.

The GL-by-Grant on the Grant setup determines if the level of grant that posts to this file. By no grant, by grant, by grant/phase.

General Ledger File Record Inquiry

```
VERSION 3.1             STARS--GENERAL LEDGER FILE RECORD INQUIRY        S065

 AGENCY: 230        TRANS YR: 02     FUND/DET: 0001      GAAP FUND TYPE: A
GRANT/PHASE:                GL ACCT: 1003    TRANS CODE: 027

 CM: X PM:  CP:   PP:   PY:           CUM: X ACTV:

 FUND GROUP: 10
 CREATE DATE: 990715                    DEBIT/CREDIT: D




         START OF YEAR BALANCE               0.00
         CURRENT BALANCE              71,235.65






                 LAST PROCESS DATE: 000619    INTERRUPT:
Z26 RECORD NOT FOUND - NEXT RECORD RECALLED
```

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NOMAD SCHEMA (DAFRGL)

DAFRGL	DAFRGL
GENERAL LEDGER FILE DATABASE	
* GROUP_CODE	ACTIVITY(CM/CP[1]/PM/PPM/PP/PPP/PY/PY13)
* ENTITY	SOY (START OF YEAR)
* AGENCY	CUR_BAL (CM/CP[1]/PM/PPM/PP/PPP)
[F] * TRANS_YR	AGY_TTL_GL
* GL_BIGKEY	GRANT_TTL_GL
FUND	GRANT_PHS_TTL_GL
FUND_DETAIL	GL_TTL_GL
GAAP_FUND_TYPE	FUND_TTL_GL
GRANT_NO	FUND_DET_TTL_GL
GRANT_PHASE	
GL_ACCT_NO	
TRANS_CODE	
CREATE_DATE MMDDYYYY	
LAST_UPDAT_DATE MMDDYYYY	

CM	=	Current Month	**CP**[1]	=	Duplicate of Current Month
PM	=	Prior Month	**PPM**	=	Prior-Prior Month
PP	=	Prior Period	**PY**	=	Prior Year	**PY13**	=	FYE closing records processed in Fiscal Month 13

*   The records in the database are sorted according to these KEY fields.
[F]   Be sure to specify the Transaction Year to get the information you want.
Year must be displayed in century format, i.e. 2000.

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STARS FILES – GRANT FILE (GP)

The purpose of the Grant File is to accumulate data related to a time period other than a fiscal year. Budgetary controls can also be put in place if desired. Management determines the level of detail recorded in these files when they set up the grant control records. It is important to know what data elements are included for any given grant (e.g. fund or no fund). Amounts accumulate into the following buckets.

ON-LINE FILE INQUIRY SCREEN 66

In the example below, the shaded information in ( ) relates to the following information:

Normal Balances	Bucket No. from TC
'+' or '-'	'01,' '02,' etc.

The Obj-Post-Level and Rev-Post Level on the Grant setup determines the object level that will post to this file, per grant/phase.

Grant File Record Inquiry

```
VERSION 3.1              STARS--GRANT FILE RECORD INQUIRY                S066

AGENCY: 260 GRANT/PHASE: BL0001 01 PCA:        FUND: 0050 FUND DET:
EXP-OBJECT/DET: 4101
REV OBJECT/DET:

 CM: X PM:  CP:   PP:   PY:   PPY:        CUM: X ACTV:

 EXP SOBJ/DET:        REV SOBJ/DET:        GRANT TYPE: 1 CAT:
   CREATE DATE: 101499   CLOSE DATE:        FEDERAL ID:


BILLABLE BUDGET       (- 01)      0.00  EXPENDABLE BUDGET  (- 02)   3,705.00-
AMOUNT BILLED         (+ 08)      0.00  UNITS BUDGETED     (- 13)       0.00
BILLABLE BALANCE           (A)0.00  ENCUMBRANCES         (+ 06)       0.00
RECEIPTS/COLLECTNS    (- 12)      0.00  CASH EXPENDITURES  (+ 05)   4,084.76
UNCOLLECTED BILLS     (+ 11)      0.00  UNITS EXPENDED     (+ 14)       0.00
PROG INC EARN(MEMO)   (- 10)      0.00  PROG INC EXPEND    (+ 03)       0.00
COST ALLOC IN(MEMO)   (+ 15)      0.00  EXPENDABLE BALANCE      (B)379.76
COST ALLOC OUT(MEMO)  (- 16)      0.00  ACCRD EXPEND(MEMO) (+ 04)       0.00
PRE-ENCUMB(MEMO)      (+ 07)      0.00  ADVANCES(MEMO)     (+ 09)       0.00


              LAST PROCESS DATE: 030200        INTERRUPT:
Z07 NEXT RECORD SUCCESSFULLY READ
 PLEASE ENTER INQUIRY KEY AND OPTIONS
```

The GP on the Fund Detail setup determines whether the transactions can post to the grant file for that fund detail at the fund or fund detail or no level.

(A)	Billable Balance	Billable Balance is equal to: Billable Budget (01) less Amount Billed (08).
(B)	Expendable Balance	Expendable Balance is equal to: Expendable Budget (02), plus Units Budgeted (13), less Encumbrances (06), less Cash Expenditures (05), less Units Expended (14), less Program Income Expended (03).

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NOMAD SCHEMA (DAFRGP)

DAFRGP	DAFRGP
GRANT FILE DATABASE	
* GROUP_CODE	CASH_EXP (CM/PM/PPM/CP/PP/PY/PY13)
* ENTITY	ENCUMBR (CM/PM/PPM/CP/PP/PY/PY13)
* AGENCY	PRE_ENCUMB (CM/PM/PPM/CP/PP/PY/PY13)
* GRANT_NO	AMT_BILLED (CM/PM/PPM/CP/PP/PY/PY13)
GRANT_PHASE	ADVANCES (CM/PM/PPM/CP/PP/PY/PY13)
PCA_NO	UNCOL_BILS (CM/PM/PPM/CP/PP/PY/PY13)
FUND	REC_COLL (CM/PM/PPM/CP/PP/PY/PY13)
FUND_DETAIL	UNITS_BUD (CM/PM/PPM/CP/PP/PY/PY13)
EXP_SUBOBJECT	UNITS_EXP (CM/PM/PPM/CP/PP/PY/PY13)
EXP_DETAIL	GP_ALT_KEY
REV_SUBOBJECT	AGY_TITLE
REV_DETAIL	GRANT_TITLE
CREATE_DATE MMDDYYYY	GRANT_PHS_TITLE
CLOSE_DATE MMDDYYYY	FUND_TITLE
LAST_PROC_DATE MMDDYYYY	FUND_DET_TITLE
BUD_BILL (CM/PM/PPM/CP/PP/PY/PY13)	EXP_SUB_TITLE
BIL_BAL (CM/PM/PPM/CP/PP/PY/PY13)	EXP_DET_TITLE
BUD_EXP (CM/PM/PPM/CP/PP/PY/PY13)	REV_SUB_TITLE
EXP_BAL (CM/PM/PPM/CP/PP/PY/PY13)	REV_DET_TITLE
ACCD_EXP (CM/PM/PPM/CP/PP/PY/PY13)	

CM	=	Current Month	**PM**	=	Prior Month	**PPM**	=	Prior-Prior Month
PP	=	Prior Period	**PY**	=	Prior Year	**PY13**	=	FYE closing records processed in Fiscal Month 13

*   The records in the database are sorted according to these KEY fields.
Year must be displayed in century format, i.e. 2000.

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STARS FILES – OPERATING FILE (OF)

The Operating File is a reporting file for revenues and expenditures, including payroll by PCN, financial and revenue plans, encumbrances and pre-encumbrances, statutory transfers, grant and project accruals, and fixed assets. It contains detail information based on individual structure. In addition, the file contains monthly accumulators that allow you to query for activity for any giving month, or combination of months.

ON-LINE FILE INQUIRY SCREEN 67

> The operating file is setup in agency, then GL account order.

> The full structure on the transaction (including lookup information) posts to this file. This includes sub object structure, second agency, MPC, and PCN numbers.

Operating File Record Inquiry

```
VERSION 3.1            STARS--OPERATING FILE RECORD INQUIRY        S067
 AGENCY: 230 GL ACCT: 4100 PROJ/PH:        GRANT/PH:          INDEX:
FAC:      TASK:      ORC:      PCA:      D/I IND:  DIV:    BUR:    SEC:
 UNIT:    FUND: 0001 FUND/DET:   BUDG UNIT: CCAA FUNC: 01 ACT:    PROG:
 ELEM:      PCA-1:        LOC:
 EXPEND OBJECT:  6000 SUM OBJECT: 6601 SUBOBJECT: 6630 DET:      PCN:
 REVENUE OBJECT: 1500 SUM OBJECT: 1901 SUBOBJECT: 1936 DET:
 SEC AGENCY:    MULTIPURPOSE:              DEPT: 04  BFY: 01   TRANS YR: 01
 CREATE DATE: 000828  LAST PROCESS DATE:
 CURRENT   CMO (CM to date) 0.00  CM1 (PM to date) 0.00  CM2(PPM to date)0.00
 CURRENT   PY              0.00
 MONTHLY   1   (July)      0.00   2  (August)    0.00   3  (September) 0.00
 BALANCES  4   (October)   0.00   5  (November)  0.00   6  (December)  0.00
           7   (January)   0.00   8  (February)  0.00   9  (March)     0.00
          10   (April)     0.00  11  (May)       0.00  12  (June)      0.00
          13   (FYE)       0.00
 CURRENT                          CP1 (Cur. Period)0.00  CP2 (Pr. Period)0.00
 PERIOD    1 (Jul-Sept)    0.00   2  (Oct-Dec)   0.00   3  (Jan-Mar)   0.00
 BALANCES  4 (Apr-June)    0.00   5  (Not used)  0.00   6  (Not used)  0.00
           7 (Not used)    0.00   8  (Not used)  0.00   9  (Not used)  0.00
          10 (Not used)    0.00  11  (Not used)  0.00  12  (Not used)  0.00
          13 (Not used)    0.00  14  (Not used)  0.00    INTERRUPT:
 Z07 NEXT RECORD SUCCESSFULLY READ
 PLEASE ENTER INQUIRY KEY
```

MOST USED GLS FOUND ON THE OPERATING FILE		
4100 Revenues	4700 Operating Transfers In	5070 Financial Plans
4200 Expenditures	4725 Capital Asset Transfer In	5080 Project Budget
4250 Loss	4750 Capital Asset Transfer Out	5085 Estimated Revenues
4300 Encumbrances	4800 Operating Transfer Out	5092 Units Expended
4350 Gain	4900 Statutory Transfers In	5100 Pre-Encumbrances
4500 GAAP Revenues	4950 Statutory Transfers Out	
4600 GAAP Expenses		

NOMAD SCHEMA (DAFROF)

DAFROF	DAFROF	
OPERATING FILE DATABASE		
* GROUP_CODE	ACTIVITY	(CM/PM/CP/PP)
* ENTITY	JUL	-99,999,999,999.99
* AGENCY	AUG	-99,999,999,999.99
F * GL_ACCT_NO	SEP	-99,999,999,999.99
* BIGKEY	OCT	-99,999,999,999.99
PROJ_NO	NOV	-99,999,999,999.99
PROJ_PHASE	DEC	-99,999,999,999.99
GRANT_NO	JAN	-99,999,999,999.99
GRANT_PHASE	FEB	-99,999,999,999.99
INDEXES	MAR	-99,999,999,999.99
FACILITY	APR	-99,999,999,999.99
TASK	MAY	-99,999,999,999.99
REPORT_CATEGORY	JUN	-99,999,999,999.99
PCA_NO	QTR1	-99,999,999,999.99
DIVISION	QTR2	-99,999,999,999.99
BUREAU	QTR3	-99,999,999,999.99
SECTION	QTR4	-99,999,999,999.99
UNIT	AGY_TITLE	
FUND	SEC_AGY_TITLE	
FUND_DETAIL	PROJ_TITLE	
BUDGET_UNIT	TASK_TITLE	
FUNCTIONS	PROJ_PHS_TITLE	
ACTIVITY	GRANT_TITLE	
PROGRAMS	GRANT_PHS_TITLE	
ELEMENTS	INDEX_TITLE	
PCA_LEVEL_1	PCA_TITLE	
LOCATION	DIV_TITLE	
EXP_OBJECT	BUREAU_TITLE	
EXP_SUM_OBJECT	SECTION_TITLE	
EXP_SUBOBJECT	UNIT_TITLE	
EXP_DETAILA2	GL_TITLE	
PCN	FUND_TITLE	
FA_BUDGET_CODE	FUND_DET_TITLE	
REV_SOURCE	BUD_UNIT_TITLE	
REV_OBJECT	FUNC_TITLE	
REV_SUM_OBJECT	ACT_TITLE	
REV_SUBOBJECT	PROG_TITLE	
REV_DETAIL	ELEM_TITLE	
MACH_CLASS	EXP_OBJ_TITLE	
SEC_AGENCY	EXP_SUM_TITLE	
MULTI_CODE	EXP_SUB_TITLE	
F BFY	EXP_DET_TITLE	
F TRANS_YR	REV_OBJ_TITLE	
CREATE_DATE	MMDDYYYY	REV_SUM_TITLE
LASTUPDATE	MMDDYYYY	REV_SUB_TITLE
CUMM_TO_DATE	-99,999,999,999.99	REV_DET_TITLE
CUMM_BAL_	(PM/PPM/PP/PPP/PY)	

CM	=	Current Month	**PM**	=	Prior Month	**PPM**	=	Prior-Prior Month
PP	=	Prior Period	**PY**	=	Prior Year	**PY13**	=	FYE closing records processed in Fiscal Month 13

*   The records in the database are sorted according to these KEY fields.
F   Be sure to specify Budget Fiscal Year or Transaction Year (or both) to get the information you want. Also specify GL_Acct_No or you will get ALL GL Account.
Year must be displayed in century format, i.e. 2000.

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STARS FILES – PROJECT FILE (PJ)

The purpose of the Project File is to accumulate data related to a time period other than a fiscal year. Budgetary controls can also be put in place if desired. Management determines the level of detail recorded in these files when they set up the project control records. It is important to know what data elements are included for any given project (e.g. fund or no fund).

ON-LINE FILE INQUIRY SCREEN 80

In the example below, the shaded information in ( ) relates to the following information:

Normal Balances	Bucket No. from TC
'+' or '-'	'01,' '02,' etc.

The Obj-Post-Level and Rev-Post Level on the Project setup determines the object level that will post to this file, per project/phase.

The PJ on the Fund Detail setup determines whether the transactions can post to the project file for that fund detail at the fund or fund detail or no level.

Project File Record Inquiry

```
VERSION 3.1              STARS--PROJECT FILE RECORD INQUIRY              S080

 AGENCY: 230 PROJ/PHASE: TRN    00 PCA:        FUND/DET:
 EXP OBJECT/DET:     6501
 REV OBJECT/DET:


 CM: X PM:   CP:   PP:   PY:   PPY:          CUM: X ACTV:

 EXP SOBJ/DET:        REV SOBJ/DET:        PROJECT TYPE: 1 CAT:
 CREATE DATE: 040500 CLOSE DATE:


BILLABLE BUDGET       (- 01)         0.00  EXPENDABLE BUDGET (- 02)         0.00
AMOUNT BILLED         (+ 08)         0.00  UNITS BUDGETED    (- 13)         0.00
BILLABLE BALANCE            (A)0.00  ENCUMBRANCES      (+ 06)         0.00
RECEIPTS/COLLECTNS    (- 12)         0.00  CASH EXPENDITURES (+ 05)     1,223.24
UNCOLLECTED BILLS     (+ 11)         0.00  UNITS EXPENDED    (+ 14)         0.00
PROG INC EARN(MEMO)   (- 10)         0.00  PROG INC EXPEND   (+ 03)         0.00
COST ALLOC IN(MEMO)   (+ 15)         0.00  EXPENDABLE BALANCE     (B)1,223.24
COST ALLOC OUT(MEMO)  (- 16)         0.00  ACCRD EXPEND(MEMO)(+ 04)         0.00
PRE-ENCUMB(MEMO)      (+ 07)         0.00  ADVANCES(MEMO)    (+ 09)         0.00


                      LAST PROCESS DATE: 040500 INTERRUPT:
Z07 NEXT RECORD SUCCESSFULLY READ
 PLEASE ENTER INQUIRY KEY AND OPTIONS
```

(A)	Billable Balance	Billable Balance is equal to: Billable Budget (01) less Amount Billed (08).
(B)	Expendable Balance	Expendable Balance is equal to: Expendable Budget (02), plus Units Budgeted (13), less Encumbrances (06), less Cash Expenditures (05), less Units Expended (14), less Program Income Expended (03).

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NOMAD SCHEMA (DAFRPJ)

DAFRPJ	DAFRPJ
PROJECT FILE DATABASE	
* GROUP_CODE	CASH_EXP (CM/PM/PPM/CP/PP/PY/PY13)
* ENTITY	ENCUMBR (CM/PM/PPM/CP/PP/PY/PY13)
* AGENCY	PRE_ENCUMB (CM/PM/PPM/CP/PP/PY/PY13)
* PROJ_NO	AMT_BILLED (CM/PM/PPM/CP/PP/PY/PY13)
PJ_BIGKEY	ADVANCES (CM/PM/PPM/CP/PP/PY/PY13)
PROJ_PHASE	UNCOL_BILS (CM/PM/PPM/CP/PP/PY/PY13)
PCA_NO	REC_COLL (CM/PM/PPM/CP/PP/PY/PY13)
FUND	UNITS_BUD (CM/PM/PPM/CP/PP/PY/PY13)
FUND_DETAIL	UNITS_EXP (CM/PM/PPM/CP/PP/PY/PY13)
EXP_SUBOBJECT	AGY_TITLE
EXP_DETAIL	PROJ_TITLE
REV_SUBOBJECT	END_DATE
REV_DETAIL	PROJ_PHS_TITLE
CREATE_DATE MMDDYYYY	FUND_TITLE
CLOSE_DATE MMDDYYYY	FUND_DET_TITLE
LAST_PROC_DATE MMDDYYYY	EXP_SUB_TITLE
BUD_BILL (CM/PM/PPM/CP/PP/PY/PY13)	EXP_DET_TITLE
BIL_BAL (CM/PM/PPM/CP/PP/PY/PY13)	REV_SUB_TITLE
BUD_EXP (CM/PM/PPM/CP/PP/PY/PY13)	REV_DET_TITLE
EXP_BAL (CM/PM/PPM/CP/PP/PY/PY13)	
ACCD_EXP (CM/PM/PPM/CP/PP/PY/PY13)	

CM	=	Current Month	**CP**	=	Prior Period	**PM**	=	Prior Month
PPM	=	Prior-Prior Month	**PP**	=	Prior-Prior Period	**PY**	=	Prior Year
PY13	=	FYE closing records processed in Fiscal Month 13						

*   The records in the database are sorted according to these KEY fields.

Year must be displayed in century format, i.e. 2000.

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STARS FILES – SUBSIDIARY FILE (SF)

The Subsidiary File (SF) provides additional supporting detail for selected general ledger
accounts. The SF File accumulates amounts as beginning balances, increases, decreases, and
ending balances. Agency, transaction year, fund/detail, grant/ph, GL account, and subsidiary
number accumulate data.

ON-LINE FILE INQUIRY SCREEN 69

Subsidiary File Record Inquiry

```
VERSION 3.1              STARS--SUBSIDIARY FILE RECORD INQUIRY           S069

 AGENCY: 230 TRAN YR: 01 FUND/DET: 0282 02 GRANT/PH: ICIOSP   GL ACCT: 1502
 SSID ACCT: 2600201
 CM: X PM:   CP:   PP:   PY:            CUM: X ACTV:

 DESCRIPTION: FISH AND GAME

 CREATE DATE: 071500 CLOSE DATE:



 BEGINNING BALANCE:   (x01)    220.50  ADJUSTMENT AMOUNT:   (x02)     0.00
 INCREASE:            (x03)      0.00  DECREASE:            (x04)     0.00


                            BALANCE:              220.50

                            LAST PROC DATE: 071500 INTERRUPT:
Z07 NEXT RECORD SUCCESSFULLY READ
PLEASE ENTER INQUIRY KEY AND OPTIONS
```

The fund and grant postings are the same as the general ledger file they support.

The "x" on the bucket numbers indicates that the normal balance may be "+" or "-", depending on the general ledger account.

GLS ON THE SUBSIDIARY FILE	
1206 Investments Direct by Agencies (SF support)	2110 Other Taxes Payable
1304 Accounts Receivable Other	2201 Due To Advancing Fund
1305 Notes Receivable – Non-Current	2202 Due To other Funds or Appropriations
1401 Inventory	2203 Due To other Entities
1501 Due From Rotary	2250 Advances From other Funds or Appropriations
1502 Due From other Funds or Appropriations	2304 Other Accrued Liabilities
1550 Advances To other Funds or Appropriations	2402 Suspense Clearing Account
	2406 Escrow Deposits
	2407 Deposits

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NOMAD SCHEMA (DAFRSF)

DAFRSF	DAFRSF
SUBSIDIARY FILE DATABASE	

* GROUP_CODE	BEG_BAL_AM (CM/PM/PPM/PP/PY/PY13)
* ENTITY	ADJ_AMT_VA (CM/PM/PPM/PP/PY/PY13)
* AGENCY	INCR_AMT (CM/PM/PPM/PP/PY/PY13)
[F] * TRANS_YR	DECREASE (CM/PM/PPM/PP/PY/PY13)
* SF_BIGKEY	AGY_TITLE
FUND	FUND_TITLE
FUND_DETAIL	FUND_DET_TITLE
GRANT_NO	GRANT_TITLE
GRANT_PHASE	GRANT_PHS_TITLE
GL_ACCT_NO	GL_TITLE
SUB_ACCT_NO	
ITEM_DESC	
CREATE_DATE MMDDYYYY	
CLOSE_DATE MMDDYYYY	
LAST_UPDATE MMDDYYYY	
DELETE_IND	

CM	= Current Month	**PM**	= Prior Month	**PPM**	= Prior-Prior Month
PP	= Prior Period	**PY**	= Prior Year	**PY13**	= FYE closing records processed in Fiscal Month 13

*   The records in the database are sorted according to these KEY fields.
[F]   Be sure to specify the Transaction Year to get the information you want.
Year must be displayed in century format, i.e. 2000.

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STARS FILES – VENDOR PAYMENT FILES (VP & VPPY)

The purpose of the Vendor Payment File is to record information related to vendor payments and adjustments. It contains detailed transaction-by-transaction information. Each transaction that makes up a particular vendor payment is shown. Be sure to note that not all disbursements post to the vendor payment file, it depends on the transaction code you use. The transaction code must have a "Y" or "-" in the VEND-PAYMENT field on the transaction code decision table.

ON-LINE FILE INQUIRY SCREEN 71

> The Vendor Payment file (VP) and Vendor Payment Prior Year file (VPPY) use the same screen but you access the VPPY with an "x" in the Prior Fiscal Year field.

Vendor Payment File Record Inquiry

```
VERSION 3.1        STARS--VENDOR PAYMENT FILE RECORD INQUIRY          S071

AGCY: 000  VENDOR NO:                              PRIOR FISCAL YEAR:
 VENDOR TYPE:   VENDOR NAME:

CURR DOC    TRANS ID              TC  R M REFERENCE DOC         AMOUNT
  INDEX  PCA   SOBJ  WARRANT   INVOICE NO      DESCRIPTION

D0430427 02 230 08122002 4 341 00006 230 R    E0421337 02              3.60-
  2224  45001  5620 116061372  133100567360   AN 7600600000037966

D0430428 01 230 08122002 4 341 00007 230      E0421337 02             23.82
  2224  47101  5620 116116948  133100575046   AN 7600600000037966

EA043001 01 230 09192002 5 325 00001 27A                               6.03-
  2224  45101  5620            W.O. 756        MAY MOTOR POOL REPAIR & MAINT.

EA043001 02 230 09192002 5 325 00002 27B                               6.03
  2225  53001  5620            W.O. 756        MAY MOTOR POOL REPAIR & MAINT.
```

> Notice the TC 27A does not have an "R", but the amount shows as a "-". This is because the transaction code has a " – " in the VEND-PAYMENT field, indicating the transaction should be posted with a negative sign.

> The "R" on this TC 230 transaction shows as a " – " amount.

_____

NOMAD SCHEMA (DAFRVP & DAFRVPPY)

DAFRVP / DAFRVPPY		DAFRVP / DAFRVPPY	
VENDOR PAYMENT FILE DATABASE (CUR & PY)			
* GROUP_CODE		REVENUE_SUBOBJ	
* ENTITY		REVENUE_DETAIL	
* AGENCY		PROJ_NO	
* VENDOR_NO		PROJ_PHASE	
* VP_BIGKEY		GRANT_NO	
VENDOR_SUFFIX		GRANT_PHASE	
DOCUMENT_NO		PCNTYRPRTCATEG	
DOCUMENT_NO_SFX		LOCATION	
TRANS_ENTITY		FACILITY	
TRNS_AGENCY		TASK	
TRNS_BATCH_DATE	MMDDYYYY	SUBSIDIARY	
TRNS_BATCH_TYPE		MULTIPURPOSE	
TRANS_BATCH_NO		GL_ACCT	
TRNS_BTCH_SEQNO		SEC_AGENCY	
TRNS_DUP_RECIND		FUND_CTL_ORD	
INDEXS		HOURS_D	99999.99
PCA_NO		INVOICE_DESC	
VENDOR_TYPE		VNDR_PAYMNT_IND	
VENDOR_NAME		BFY	
INVOICE_NO		EVENT_TYPE_1	
REF_DOC_NO		EVENT_TYPE_2	
REF_DOC_SFX		TRANS_AMT	99999999999.99
WARRANT_NO		NET_AMOUNT	99999999999.99
PROCESS_DATE	MMDDYYYY	AGY_TITLE	
TRANS_CODE		EXPSUB_TITLE	
REVERSES		EXP_DET_TITLE	
CUR_DOC_NO		PCA_TITLE	
CUR_DOC_NO_SFX		D57 KEY	
IRS_INDICATOR		D57_DEPT	
DUE_DATE	MMDDYYYY	VE_DEPT	
OPERATOR_ID		VE_DMI	
TID		IRS_IND	
EFFECT_DATE	MMDDYYYY	VE_BUS_NAME	
DISB_METHOD		VE_ADDR	
CAPITALIZE_IND		VE_CITY	
MODIFIER		VE_ST	
BUDGET_UNIT		VE_ZIP	
FUND		CONTACT	
FUND_DETAIL		PHONE	
EMPLYEE_CLASS		VP_SORT_SEQ	
FA_BUDGET_CODE		VP_FUNCTION	
EXPEND_SUBOBJ			
EXPEND_DETAIL			
* The records in the database are sorted according to these KEY fields. Year must be displayed in century format, i.e. 2000.			

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STARS FILES – WARRANT CONTROL FILE (WC)

The purpose of the Warrant Control File (WC) is to store information regarding the status of the warrant, such as outstanding, redeemed, etc. STARS also uses this record for future redemption or cancellation of the warrant. Whenever STARS assigns a warrant number, it posts the warrant summary information on the Warrant Control File.

This file maintains summary level information, such as the total of the amount of the warrant, but not individual transactions that make up the warrant. See the WARRANT DETAIL FILE (WD) for individual transaction information.

ON-LINE FILE INQUIRY 47

This is the warrant or EFT number. The field is nine digits. Warrant numbers are in the 100000000 – 999999999 range. EFT numbers are in the sequence 010000000 – 099999999. Expedite warrants are in the 009000000 sequence.

```
VERSION 3.1              STARS--WARRANT CONTROL FILE MAINTENANCE/INQUIRY      S047
FUNCTION: N  (R=RECALL, N=NEXT, C=CHANGE)

WARRANT NUMBER: 115525913                                    DMI:

AGENCY: 230  DEPARTMENT OF CORRECTION                        ISSUE DATE: 040902

VENDOR NUMBER/SFX: 820252080    03

VENDOR NAME 1: ZAMZOWS INC
VENDOR NAME 2:

      NEW STATUS:        STATUS DATE: 040902    AMOUNT:           339.60

DAILY BEGINNING STATUS: O    OUTSTANDING                          O/S IND: O
      CURRENT STATUS: O    OUTSTANDING

ABA NO:                        FINANCIAL INST NAME:
FINANCIAL INSTITUTION ACCT NO:                      ACCT TYPE:
```

Shows the DMI (disbursement method indicator put on the transaction.)

The date the warrant was originally issued.

The effective date of the last status change.

Status as of the end of the previous month.

If the vendor receives their payments by EFT, the bank it was sent to shows here.

The current status of the warrant. The available warrant status options:

O = Outstanding Warrant
S = Stop Payment on Warrant
C = Normal Cancelled Warrant
L = Lost/Destroyed Warrant
F = Forgery Cancelled Warrant
P = Prior Year Cancelled Warrant
R = Redeemed Warrant
M = Miscellaneous Cancelled Warrant

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NOMAD SCHEMA (DAFRWC)

DAFRWC	DAFRWC
WARRANT CONTROL FILE DATABASE	
* GROUP_CODE (GROUP CODE) * WARRANT_NO (WARRANT NO) AGENCY (No Heading) VENDOR_NO (VENDOR NO) VENDOR_SUFFIX (VENDOR SUFFIX) VENDOR_NAME_1 (VENDOR NAME 1) VENDOR_NAME_2 (VENDOR NAME 2) ISSUE_DATE (ISSUE DATE) MMDDYYYY STATUS_DATE (STATUS DATE) MMDDYYYY LST_PROC_DATE (LST PROC DATE) MMDDYYYY CUR_STATUS (CUR STATUS) BEG_STATUS (BEG STATUS) WARRANT_AMOUNT (WARRANT AMOUNT) ACT_PENDING (ACT PENDING) INTRANS_CREATED (INTRANS CREATED) VE_AGY (VE AGY) VE_DMI (VE DMI)	
* The records in the database are sorted according to these KEY fields. Year must be displayed in century format, i.e. 2000.	

_____

STARS FILES – WARRANT DETAIL FILE (WD)

The purpose of the Warrant Detail File (WD) is to store the detailed warrant transaction information such as the budget unit, index, PCA, fund, sub object, and the transaction amounts. If you cancel a warrant, STARS uses the information in this file to create an entry that is a reversal of the original transaction.

ON-LINE FILE INQUIRY 48

Warrant Detail File Summary Inquiry

```
VERSION 3.1          STARS--WARRANT DETAIL FILE SUMMARY INQUIRY          S048


 FUNCTION: N (R=RECALL, N=NEXT, S=SELECT WARRANT)


   AGENCY: 230      ( WARRANT: 115525913 OR  CURRENT DOCUMENT:          )
   AGENCY NAME:  DEPARTMENT OF CORRECTION
     CURRENT
SEL DOC NO/SFX  WARRANT NO INDX  PCA  FND/DTL   GRANT/PH       AMOUNT
                    INVOICE NUMBER   INVOICE DESCRIPTION
 _    D0422918 01 115525913 2024 44051 0001                      8.99
                    597826          SO ID CORR INST
 _    D0422918 02 115525913 2024 44051 0001                     25.97
                    597826          SO ID CORR INST
 _    D0422919 01 115525913 2024 44051 0001                    304.64
                    600240          SO ID CORR INST
```

This screen displays detail information on the index, PCA, invoice number, description, and amount entered on the transaction that created the warrant.

Once the warrant is recalled (through the 'W' on the Main Menu), you can interrupt to the Warrant Control file to check the status of the warrant. From this detail record, type in 'S' for Select Warrant in the function and tab to the SEL field, enter an S or X, then press the enter key. This should take you to the STARS--WARRANT CONTROL FILE MAINTENANCE/INQUIRY screen where you can check the status of the warrant. Press the F4 key to return.

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NOMAD SCHEMA (DAFRWD)

DAFRWD		DAFRWD	
WARRANT DETAIL FILE DATABASE			
* GROUP_CODE		TRANS_YR	
* AGENCY		BFY	
* WARRANT_NO		SS_FID_NO	
* BATCH_ENTITY		WDMPLYECLASCODE	
* WD_BIGKEY		LOCATION	
BATCH_DEPT		FACILITY	
BATCH_DATE	MMDDYYYY	TASK	
BATCH_TYPE		WDMLTPRPOSECODE	
BATCH_NO		WDSBSDIARYACTNO	
BATCH_SEQ_NO		INVOICE_NO	
DUP_REC_IND		WDNVCDSCRIPTION	
CUR_DOC_NO		VENDOR_NO	
CUR_DOC_NO_SUF		WDVENDOR_SUFFIX	
EFFECTIVE_DATE	MMDDYYYY	VENDOR_NAME	
DUE_DATE	MMDDYYYY	WDVNDRBSNESNAME	
DOC_DATE	MMDDYYYY	WDVENDORADDRESS	
TRANS_CODE		VENDOR_CITY	
INDEXES		VENDOR_STATE	
PCA_NO		VENDOR_ZIP	
FUND		ZIP_PLUS_4	
FUND_DETAIL		WARRANT_AMOUNT	-99999999999.99
WDXPNDSUBOBJECT		REF_DOC_NO	
WDEXPEND_DETAIL		REF_DOC_NO_SUF	
PROJ_NO		WD_ALT_KEY	
PROJ_PHASE		WD_REV_SOBJ	
GRANT_NO		WD_REV_DTL	
GRANT_PHASE			
WDWRNTWRTENDATE	MMDDYYYY		
WDPRNTSLCTNDATE	MMDDYYYY		
* The records in the database are sorted according to these KEY fields. Year must be displayed in century format, i.e. 2000.			

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STARS FILES – WARRANT WRITE FILE (WW)

The purpose of the Warrant Write File (WW) is to store data for creating warrants. All transaction information relating to the creation of a warrant posts to the WW File. Once the warrant is created, STARS deletes the records from this file and posts this information to the Warrant Control and Warrant Detail Files.

If the total of all the agency transactions to a vendor, regardless of the document number, is a credit (-), STARS does not issue a warrant. All of the transactions (both debit and credit amounts) remain in the Warrant Write file until the total of the transactions equal or exceed the credit amount.

If the total of all the agency transactions to a vendor is a debit, a warrant number is assigned and a warrant or EFT is issued. The warrant information is removed from this file and posted to the Warrant Control file waiting for future redemption or cancellation.

ON-LINE FILE INQUIRY 68

The **highlighted** area represents the Warrant Write file record key, the agency and document number. The screen displays all credit transactions (such as 230Rs) to vendors. Both debit and credit transactions will show in this file until the accumulative debit transactions are greater than the credit transactions.

Warrant Writing File Record Inquiry

```
VERSION 3.1            STARS--WARRANT WRITING FILE RECORD INQUIRY       S068

 AGCY: 230      DOCUMENT NO: D0014268 01
BATCH  AGCY: 230 DATE: 20010607 TYPE: 4 NUMBER: 015 SEQ: 00009 DUP REC IND: 0
OPERATOR ID: MEL  TID:                EFF-DATE: 010607


DISB METH:   DUE DATE: 010607 SH:   TRANS YR: 01          BFY: 01


INDEX: 1000 FUND/DET: 0001        PCA: 01311  EXP-SUBOBJECT/DET: 5029
   REV SUBOBJECT/DET:        PROJ/PH:               GRANT/PH:
             TASK:           FAC:                LOC:
EMPLOYEE CLASS CODE:
INVOICE NO: 01140-30185        DESC: CREDIT ACCT# 600ALZ1143ZZZ
  DOC DATE:                REF DOC:                  MOD:


WARRANT AMOUNT:              246.40- WARR NO:          WW IND: 1
   CREATE DATE: 010607    CLAIM PRINT DATE:      WRITTEN DATE:
VENDOR NO: 061381499  08  VEND NAME 1: CITIZENS COMPANY OF IDAHO
                          VEND NAME 2: CITIZENS COM CARRIER SERV
SS FID NO:                VENDOR ADDR: PO BOX 20540
VEND CITY: ROCHESTER                    STATE: NY  ZIP: 14602 0540


                                      INTERRUPT:
```

NOMAD SCHEMA (DAFRWW)

DAFRWW		DAFRWW	
WARRANT WRITE FILE DATABASE			
* GROUP_CODE		WARRANT_NO	
* AGENCY		WARRANT_AMT	99999999999.99
* CUR_DOC_NO		INVOICE_DESC	
* CUR_DOC_NO_SUFF		SUBSID_ACCT_NO	
* WW_BIGKEY		BFY	
BATCH_ENTITY		TRANS_CODE	
BATCH_DEPT		REV_SUB_OBJ	
BATCH_DATE	MMDDYYYY	REV_DETAIL	
BATCH_TYPE		EXPEND_OBJECT	
BATCH_NO		EXPEND_SUB_OBJ	
BATCH_SEQ_NO		EXPEND_DETAIL	
DUP_REC_NO		EMP_CLASS_CODE	
OPERATOR_ID		FA_BUD_CODE	
TID		FISCAL_MONTH	
EFFECTIVE_DATE	MMDDYYYY	PERIOD	
MODIFIER		SS_FID_NO	
DISB_METHOD_IND		WARRANT_WRIT_IN	
TRANS_YR		SPEC_HANDL_IND	
INDEXES		DELETE_DATE	MMDDYYYY
FUND		WARRANT_WR_DATE	MMDDYYYY
FUND_DETAIL		CREATE_DATE	MMDDYYYY
PCA_NO		PR_SEL_DATE	MMDDYYYY
PROJ_NO		VENDOR_NAME	
PROJ_PHASE		VENDOR_BUS_NAME	
LOCATION		VENDOR_ADDR	
FACILITY		VENDOR_CITY	
TASK		VENDOR_STATE	
VENDOR_NO		VEND_ZIP_1_5	
VENDOR_SUFFIX		VEND_ZIP_6_9	
IRS_IND		MULTI_VENDOR	
INVOICE_NO		ORG_REPT_CAT	
DOC_DATE	MMDDYYYY	GRANT_NO	
REF_DOC_NO		GRANT_PHASE	
REF_DOC_NO_SUF		DISC_AMT	-99999.99
DUE_DATE	MMDDYYYY	HOLD_DATE	MMDDYYYY

*   The records in the database are sorted according to these KEY fields.
Year must be displayed in century format, i.e. 2000.

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STARS TABLES – BUDGET UNIT TABLE (TABLE 20)

The purpose of the Budget Units is to setup appropriation control levels established by the legislature to be automatically controlled in STARS. Legislative "programs" within each agency normally set up the budget units. The budget unit setup determines whether appropriation controls are fatal, the level of organization and program to control, whether you will be controlling appropriations down to the project/phase level, and to which expenditure object level you will control and post appropriations. The budget unit also determines the levels by which the agency wishes to control their allocations.

TABLE MAINTENANCE 20

Budget Unit Table (20)

```
VERSION 3.1          STARS--BUDGET UNIT TABLE MAINTENANCE/INQUIRY        S020

 FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

 BUDGET UNIT: CCAC          BFY: 02        APPN CATEGORY: R
 TITLE: ISCI - BOISE                  -

 APPN-EFF-DATE-START:       APPN-EFF-DATE-END:        ENACTMENT YEAR: 2000

     STATE GOAL: 20 STATE OBJECTIVE: 24     ORG REPORT CATEGORY:

     FUNCTION: 02          ACTIVITY:            PROGRAM:       ELEMENT:

       AGENCY: 230    DIVISION: 20  BUREAU: 21   SECTION:        UNIT:

EXP-SUBOBJECT:      EXP-DETAIL:     REVERSION IND: 1 CITATION: HB 346

  FUND/DETAIL : 0001    2) 0348    3) 0349    4) 0481 05 5)
  APPN-CTL-TYPE: 1 APPN-ORG-LEVEL:  3 APPN-PRG-LEVEL: 1 APPN-PROJ-LVL: 0
 ALLOC-CTL-TYPE: 0 ALLOC-PROJ-LVL:  0 APPN-OBJ-LEVEL: 1 ALLOC-OBJ-LVL: 2
```

Controls appropriation and allocation file postings.

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NOMAD SCHEMA (DAFRBU)

DAFRBU	DAFRBU	
BUDGET UNIT TABLE DATABASE		
* BU_KEY (BU KEY)	BU_FDET_4	
* BU_GROUP_CODE	BU_FUND_5	
* BU_ENTITY	BU_FDET_5	
* BU_BUDGET_UNIT	BU_EXP_OBJ_N	
F * BU_TRANS_YR	BU_EXP_SUB	
BU_TITLE_A40 (BU TITLE A40)	BU_EXP_SUB_DT	
BU_TITLE	ENACT_YEAR	
BU_AGENCY	STATEGOAL (No Heading)	
BU_DIV	STATEOBJ (No Heading)	
BU_BUREAU	EFF_START_DT	MMDDYYYY
BU_SECTION	EFF_END_DT	MMDDYYYY
BU_SUB_SEC	BU_APPN_CTL_TYP	
BU_FUNCTION	BU_APPN_ORG	
BU_ACTIVITY	BU_APPN_PGM	
BU_PROGRAM	BU_APPN_PRJ	
BU_ELEMENT	BU_APPN_OBJ	
BU_FUND_1	BU_ALLOT_CTL	
BU_FDET_1	BU_ALLOT_PRJ	
BU_FUND_2	BU_ALLOT_OBJ	
BU_FDET_2	BU_REVERSION	
BU_FUND_3	BU_LAST_PROC	MMDDYYYY
BU_FDET_3	BU_ORG_REP	
BU_FUND_4	BU_CITATION	

*	The records in the database are sorted according to these KEY fields.
F	Be sure to specify Budget Fiscal Year or Transaction Year (or both) to get the information you want.
Year must be displayed in century format, i.e. 2000.	

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STARS TABLES – DESCRIPTOR TABLE (TABLE 23)

The purpose of the Descriptor Table (table 23) is to store titles and other descriptive information for coding contained in STARS. In addition to serving as a means of storing descriptive titles, the table also serves as the master list of the valid codes contained in the system.

The Descriptor Table is actually made up of 99 tables. Each classification element (Expenditure Sub object, Division, Task, Project name, etc.) has a unique Descriptor Table that is referenced by a table number (D01-D98). The configuration descriptor table (D99) defines the length of the key, reference data and title of all the other tables that comprise the Descriptor table. The Descriptor table D99 is a good source to locate the table number if you have forgotten. Also, the regular Descriptor tables are a good source to locate an individual name, part of a title, or other descriptive information.

TABLE MAINTENANCE 23

Descriptor Table Maintenance/Inquiry

```
VERSION 3.1           STARS--DESCRIPTOR TABLE MAINTENANCE/INQUIRY        S023

FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

TABLE-ID-NUMBER: 18 ELEMENT
                            ....|....1....|....2....|....3....|....4....|....5
```

Each descriptor table is set up with a unique table number.

```
TABLE-ENTRY-KEY: 2300230100444

                 AGY,FUN,ACT,PROG,ELEMENT
```

3-digit agency,
2-digit function,
2-digit activity,
3-digit program,
3-digit element

```
 REFERENCE-DATA:

      TITLE: SECURITY TRAINING - ADVANCED
```

When you select a table number, the table entry key and the reference data identification information changes. In this example, there is no reference date for this table.

The descriptor tables hold most of the titles that show on your reports.

```
EFF-START-DATE:        EFF-END-DATE:        LAST-PROC-DATE: 110692
```

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NOMAD SCHEMA (DAFRDT)

DAFRDT	DAFRDT
DESCRIPTOR TABLE DATABASE	
*DTTABLEENTRYKEY (No Heading)	DT_LAST_PROC_DT YYYYMMDD
DT_GROUP_CODE	DT_LAST_PROC_CC (Century) 20
DT_TABLE_TYPE	DT_LAST_PROC_YR YY
DT_ENTITY	DT_LAST_PROC_MO MM
DT_REMAIN_KEY	DTLAST_PROC_DAY DD
D02_GROUP_CODE	DT_EFF_START_DT YYYYMMDD
D02_TABLE_TYPE	DT_EFF_START_CC (Century) 20
D02_TABLE_NO	DT_EFF_START_YR YY
D02_DEPARTMENT	DT_EFF_START_MO MM
D03… D04… D05… D06… D10… D11…	DTEFF_START_DAY DD
D15… D16… D17… D18… D20… D21…	DT_EFF_END_DT YYYYMMDD
D22… D23… D31… D34… D35… D42…	DT_EFF_END_CC (Century) 20
D45… D47… D57… D71	DT_EFF_END_YR YY
DTREFERENCEDATA	DT_EFF_END_MO MM
EOBJECT	DT_EFF_END_DAY DD
ESUMOBJ	DT_TITLE_A50
ECLASS	DTD9KYDSCRPTION
EGVT	DTD9RFDSCRPTION
EPROP	DT_TITLE
FUND_TYPE	DT_TITLE_A20
FUND_GROUP	
CASH_CTRL	
BSCLASS	
ROBJ	
RSUMOBJ	
RGOV	
RPROP	
RCLASS	
PYRAMID_ID	
GAAP_FUND	
DB_TC	
CR_TC	
DMI_DEPT	
* The records in the database are sorted according to these KEY fields. Year must be displayed in century format, i.e. 2000.	

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STARS TABLES – GRANT CONTROL TABLE (TABLE 29)

The Grant Control Table (table 29) controls how information is posted to the Grant, Cash, and General Ledger files using a series of indicators and data elements stored in this table. These elements include the Grant Number, Grant Phase, Description, Grant Type, Grant Manager, expenditure and revenue posting-levels, budget controls, GL postings, purge indicators, and look up elements used to reduce coding on grant-related transactions. Start and End Dates are included to open and close the grant for posting financial transactions.

TABLE MAINTENANCE 29

Grant Control Table Maintenance/Inquiry

```
VERSION 3.1        STARS--GRANT CONTROL TABLE MAINTENANCE/INQUIRY        S029


 FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
AGCY: 110 GRANT-NO: ADOPTN GRANT-PHASE: 98  FEDERAL ID:
DESCRIPTION: ADOPTION GRANT                       GRANT-TYPE: 1
START-DATE:        END-DATE:       LOOKUP PROJ-NO:      PROJ-PH:
 OBJ-POST-LEVEL: D REV-POST-LEVEL: 3 BUDGET-CTL-TYPE: 0 CAT:      PI: Y
CASH-POST-LEVEL: 0    CASH-CTLTYP: 0     GL-BY-GRANT: 1  INT: N
GRANT-MANAGER:                                    ORC:
            * * * * * * * * BILLING INFO * * * * * * * * *
METHOD: 0 CYCLE: 0 MMDD: 1      2       3      4
RANGE: LOW EXP-SOBJ-DTL:       HIGH EXP-SOBJ-DTL:      RATE:
VENDOR #:              NAME 1:
            NAME 2:
            ADDR:
            CITY:                              ST:      ZIP:
            * * * * * * * * RECOVERY INFO * * * * * * * *
            CUR DOC:       SFX:      TC:     INDEX:
            EXPSBJ:        ED:   PCA:       FUND:    FD:
            REVSBJ:        RD:    REF-DOC:       RSFX:
LAST PROC DATE: 041798                      INTERRUPT:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION -- OR F12 TO CHANGE PURGE INDICATOR
```

The highlighted areas show the controls for the posting levels of grant information to the files.

Shaded area shows fields not in use.

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NOMAD SCHEMA (DAFRGC)

DAFRGC	DAFRGC
GRANT CONTROL TABLE DATABASE	
*GC_KEY	
GC_GROUP_CODE	
GC_ENTITY	
GC_DEPARTMENT	
GC_GRANT_NO	
GC_GRANT_PHASE	
LOOKUP_PROJ	
LOOKUP_PROJ_PH	
GC_TITLE_A40	
GRANT_TYPE	
GRANT_START_DT YYYYMMDD	
GRANT_END_DATE YYYYMMDD	
CATALOG_NO	
VENDOR_NO	
VENDOR_SFX	
VENDOR_NAME	
BILL_RANGE	
RECOVERY_SEG	
LAST_PROC_DATE YYYYMMDD	
PURGE_IND	
GC_TITLE	
* The records in the database are sorted according to these KEY fields. Year must be displayed in century format, i.e. 2000.	

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STARS TABLES – INDEX CONTROL TABLE (TABLE 24)

The purpose of the Index Code Table is to provide the means for recording accounting data at various levels of organizational detail. This table provides a simple method of reducing the quantity of input coding required on transactions.

The STARS classification structure provides for five levels of internal organizational classification, which are Agency, Division, Bureau, Section, and Unit. The Index Code is a four-digit code that looks up miscellaneous organizational classification elements within the structure of your agency. Your agency should have assigned one Index to each of the lowest level reporting categories of ease of data entry input. Data elements such as Budget Unit, PCA, Fund, Organization Reporting Category, Project, Grant, Facility, Task, and Location may be coded as elements that can be retrieved (looked up) by the Index Code.

TABLE MAINTENANCE 24

Index Code Table Maintenance/Inquiry

```
VERSION 3.1          STARS--INDEX CODE TABLE MAINTENANCE/INQUIRY          S024

FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

AGENCY: 230 INDEX: 2021       BFY: 00

TITLE: ISCI - BOISE                                    Controls the posting to the
                                                          Allocation file.
DIVISION: 20 BUREAU: 21 SECTION:      UNIT:

BUDGET-UNIT:                    PCA:          ALLOC ORG LVL IND: D

     FUND:              FUND DETAIL:          ORG REPORT CATEGORY:

 PROJECT-NO:           PROJECT-PHASE:               CONVERTED-ORG:

   GRANT-NO:           GRANT-PHASE:

   FACILITY:                 TASK:      LOCATION:

EFF-START-DATE:          EFF-END-DATE:         LAST-PROC-DATE: 050799
```

_____

NOMAD SCHEMA (DAFRIC)

DAFRIC	DAFRIC
INDEX CODE TABLE DATABASE	
* IC_GROUP_CODE	IC_PCA
* IC_ENTITY	IC_PROJ
* IC_DEPARTMENT	IC_PROJ_PH
* IC_INDEX1	IC_GRANT
* IC_INDEX2	IC_GRANT_PH
F IC_TRANS_YR	IC_LOCATION
IC_TITLE_A40	IC_FACILITY
IC_AGY	IC_TASK
IC_DIV	IC_ORG_RPT_CAT
IC_BUREAU	IC_ALLOT_IND
IC_SECTION	IC_LAST_PROC_DT YYYYMMDD
IC_UNIT	IC_EFF_START_DT YYYYMMDD
IC_BUD_UNIT	IC_EFF_END_DATE YYYYMMDD
IC_FUND	IC_CONV_ORG
IC_FUND_DTL	IC_DUMMY
	IC_TITLE
	IC_TITLE_A15

*   The records in the database are sorted according to these KEY fields.
F   Be sure to specify the Transaction Year to get the information you want.
Year must be displayed in century format, i.e. 2000.

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STARS TABLES – PROGRAM COST ACCOUNT (PCA) TABLE (TABLE 26)

The purpose of the Program Cost Account (PCA) Table (table 26) is to provide the means for recording accounting data at various levels of program detail. This table provides a simple method of reducing the quantity of input coding required on transactions.

The STARS classification structure provides for five levels of internal program structure - Function, Activity, Program, Element, and PCA. PCA1 is also available but has minimal reporting capabilities. The PCA is a five-digit code that looks up miscellaneous program classification elements within the structure of your agency. Your agency should have assigned one PCA to each of the lowest level reporting categories for ease of data entry input. In addition, the table can retrieve (look up) a Fund, Budget Unit, and optional codes such as Facility, Task, Location, Project, and Grant.

TABLE MAINTENANCE 26

Program Cost Account Table Maintenance/Inquiry

```
VERSION 3.1     STARS--PROGRAM COST ACCOUNT TABLE MAINTENANCE/INQUIRY    S026

ENTER FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)

   AGENCY: 230 PCA: 14055        BFY: 00

  PCA TYPE: 1 TITLE: FOOD SERVICE            Controls the posting to the Allocation file.

     FUNCTION: 02      ACTIVITY: 40     PROGRAM: 405       ELEMENT: 000

   PCA-LEVEL-1:            ALLOC-PRG-LEVEL: F        BUDGET UNIT: CCAC

   PROJECT-NO:          PROJECT-PHASE:           FUND/DET:    0481 05

   GRANT-NO:            GRANT-PHASE:             INDEX:       2021

   FACILITY:            TASK:                    LOCATION:

SERVICE UNIT   STANDARD:       TYPE:   TITLE:

 EFF-START-DATE:       EFF-END-DATE:            LAST-PROC-DATE: 050799
```

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NOMAD SCHEMA (DAFRPA)

DAFRPA	**DAFRPA**
PCA TABLE DATABASE	
* PA_GROUP_CODE	PA_LAST_PROC_DT YYYYMMDD
* PA_ENTITY	PA_LAST_PROC_CC (Century) 20
* PA_DEPARTMENT	PA_LAST_PROC_YR YY
* PA_PCA_NO	PA_LAST_PROC_MO MM
F PA_TRANS_YR	PALAST_PROC_DAY DD
PA_PCA_TYPE	PA_EFF_START_DT YYYYMMDD
PA_TITLE_A40	PA_EFF_START_CC (Century) 20
PA_TITLE	PA_EFF_START_YR YY
PA_TITLE_A15	PA_EFF_START_MO MM
PA_FUNCTION	PAEFF_START_DAY DD
PA_ACTIVITY	PA_EFF_END_DT YYYYMMDD
PA_PROGRAM	PA_EFF_END_CC (Century) 20
PA_ELEMENT	PA_EFF_END_YR YY
PA_PCA_LEVEL_1	PA_EFF_END_MO MM
PA_PROJ_NO	PA_EFF_END_DAY DD
PA_PROJ_PHASE	PA_BUDGET_UNIT
PA_GRANT_NO	PA_FUND
PA_GRANT_PHASE	PA_FUND_DETAIL
PA_LOCATION	PA_INDEX_1_2
PA_FACILITY	PA_INDEX_3_6
PA_TASK	
PLOTPGMLEVELIND	
PSRVICEUNITITLE	
PA_STANDARD_D	
PSERVICEUNITYPE	
* The records in the database are sorted according to these KEY fields. F Be sure to specify the Transaction Year to get the information you want. Year must be displayed in century format, i.e. 2000.	

_____

STARS TABLES – PROJECT CONTROL TABLE (TABLE 27)

The purpose of the Project Control Table (Table 27) is to accumulate data regarding revenues and expenditures for a particular situation. You can set up project budgets; however, you cannot control the project by the amount of cash per project.

The project file record postings are controlled by a series of indicators and data elements stored in the Project Control (PC - 27) Table. These elements include the Project Number, Project Phase, Description, Project Type, Project Manager and look up elements used to reduce coding on project-related transactions. Start and End Dates are included to open and close the project for posting financial transactions.

TABLE MAINTENANCE 27

Project Control Table Maintenance/Inquiry

```
VERSION 3.1        STARS--PROJECT CONTROL TABLE MAINTENANCE/INQUIRY      S027


 FUNCTION: N (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
 AGCY: 230 PROJECT-NO: EC9908 PROJECT-PHASE: 00
 VENDOR:                      VEND-FYE-MO:
DESCRIPTION: DPW PROJECT  ECA#9908 REPAIR HEAT PWCC   PROJECT-TYPE: 1
START DATE: 070198 END-DATE:          LOOKUP GRANT-NO:      GRANT-PH:
```

The highlighted areas show the controls for the posting levels of project information to the files.

```
 OBJ-POST-LEVEL: 2 REV-POST-LEVEL: 0 BUDGET-CTL-TYPE: 2 CAT:        PI: N
PROJECT MANAGER                                      ORC:
             * * * * * * * * * BILLING INFO * * * * * * * * *
METHOD: 0 CYCLE: 0 MMDD: 1      2      3      4      VENDOR #:
RANGE  LOW EXP-SOBJ-DTL:       HIGH EXP-SOBJ-DTL:        RATE:
             * * * * * * * * * BUYER`S SEGMENT * * * * * * * *
          AGCY:    CUR DOC:       SFX:    TC:     INDEX:
          EXPSBJ:       ED:    FABC:      PCA:       FUND:      FD:
           PROJ:       PPH:    GRANT:      GPH:    TASK:
          REF DOC:       RSFX:    FAC:     LOC:      CRC:
           * * * * * * * * * SELLER`S SEGMENT * * * * * * * * *
           CUR DOC:       SFX:       TC:       INDEX:
          EXPSBJ:        ED:      PCA:      FUND:      FD:
          REVSBJ:       RD:        REF-DOC:           RSFX:
     LAST-PROC-DATE: 042199
```

Shaded area shows fields not in use.

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NOMAD SCHEMA (DAFRPC)

DAFRPC		DAFRPC	
PROJECT CONTROL TABLE DATABASE			
* PC_GROUP_CODE		BILL_PCA_NO	
* PC_ENTITY		BILL_EXPSOBJ	
* PC_DEPARTMENT		BILL_EXP_DTL	
* PC_PROJ_NO		BILL_FAC	
* PC_PROJ_PHASE		BILL_TASK	
GRANT		BILL_ORPT	
GRNTPH		BILL_CURDOC	
TITLE_A40		BILL_CUR_SFX	
PROJ_TYPE		BILL_REFDOC	
TITLE		BILL_REF_SFX	
START_DATE	MMDDYYYY	CR_TC	
END_DATE	MMDDYYYY	CR_INDEX	
CAT_NO		CR_PCA_NO	
ORPT		CR_FUND	
OBJ_POST_LVL		CR_FUND_DTL	
REV_POST_LVL		CR_EXPSOBJ	
PROJ_CTL		CR_EXP_DTL	
PROJ_MANAGER		CR_RSOBJ	
BILL_TC		CR_REV_DTL	
BILL_AGY		CR_CUR_DOC	
BILL_INDEX		CR_CUR_SFX	
BILL_FUND		CR_REF_DOC	
BILL_FUND_DT		CR_REF_SFX	
BILL_PROJ_NO		LST_PROC_DT	MMDDYYYY
BILL_PROJ_PH		SUB_VENDOR	
BILL_GRANT		SUB_VENSFX	
BILL_GRNTPH		FYE_MO	
BILL_LOC		PURGE_IND	

*   The records in the database are sorted according to these KEY fields.
Year must be displayed in century format, i.e. 2000.

STARS TABLES – REPORT DISTRIBUTION TABLE (TABLE 95)

The purpose of the Report Distribution Table (table 95) is to print a title page indicating where the report should be sent.

TABLE MAINTENANCE 95

Report Distribution Table

```
VERSION 3.1                 STARS--REPORT DISTRIBUTION TABLE              S095


FUNCTION:   (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)


                            AGENCY: 000    These data elements must match the
                         REQUESTOR:        same data elements on the Report
                         REPORT ID:        Request Table (91) to identify the report
                        REQUEST NO:        involved.
                  DISTRIBUTION CODE:


                        DEVICE TYPE:
                          DEVICE ID:                    (TID)
                             COPIES:
   AGENCY NAME:
     ATTENTION:
  INSTRUCTIONS:
              :
EFF START DATE:         EFF END DATE:
```

_____

NOMAD SCHEMA (DAFRRD)

DAFRRD
REPORT DISTRIBUTION TABLE DATABASE

* RD_GROUP_CODE
* RD_ENTITY
* RD_AGY
* RD_REQUESTOR
* RD_REPORT_ID
* RD_REQUEST_NO
* RD_DIST_CODE
RD_PHONE
RD_SPEC_INSTR
RD_EFF_START_DT (8 character alpha numeric - if a date YYYYMMDD)
RD_EFF_END_DATE (8 character alpha numeric - if a date YYYYMMDD)
RD_SPEC_INSTR_1
RD_LST_PROC_DT   YYYYMMDD
RD_D02_KEY (Agency)
RD_AGENCY_TITLE

---

 *   The records in the database are sorted according to these KEY fields.
  Year must be displayed in century format, i.e. 2000.

STARS TABLES – REPORT REQUEST TABLE (TABLE 91)

The purpose of the Report Request Table (table 91) is to identify the levels and time period to generate a report.

TABLE MAINTENANCE 91

Report Request Table

```
VERSION 3.1                  STARS/FAS--REPORT REQUEST TABLE              S091
FUNCTION:     (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)


                      AGENCY: 000
                   REQUESTOR:
                   REPORT NO:
                  REQUEST NO:


                      PERIOD:
         REPORT GENERATE DATE:
          SPECIAL SELECTION 1:
          SPECIAL SELECTION 2:

       **** STARS REPORTS ****         **** FAS REPORTS ****
                   ORG LEVEL:        :AGENCY SUFFIX LEVEL
               PROGRAM LEVEL:        :LOCATION LEVEL
                OBJECT LEVEL:        :RESP NAME LEVEL
                  FUND LEVEL:        :CLASS CODE LEVEL
             DIVISION/BUREAU:        :AGENCY SUFFIX RANGE
```

These are the mandatory data elements to request a report. The others are depended on the type of report you are requesting.

The shaded area is different for every report number requested.

_____

NOMAD SCHEMA (DAFRRR)

DAFRRR
REPORT REQUEST TABLE DATABASE

* GROUP_CODE
* ENTITY
* AGY
* REQUESTOR
* REPORT_ID
* REQUEST_NO
REPORT_PERIOD
ORG
PROGRAM
OBJECT
FUND
SPEC_SEL_1
SPEC_SEL_2
REPORT_GEN_DATE (8 character alpha numeric - if a date YYYYMMDD)
JULIAN_DATE
PERCENT
DIVISION
BUREAU
LAST_PROC_DATE   YYYYMMDD
D02_KEY (Agency)
AGENCY_TITLE

---

*   The records in the database are sorted according to these KEY fields.
  Year must be displayed in century format, i.e. 2000.

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STARS TABLES – TRANSACTION CODE DECISION TABLE (TABLE 28)

The purpose of the Transaction Code (TC) Decision Table (table 28) is to define the accounting and editing logic for each accounting transaction. The TC Decision table identifies the general ledger impact, the financial files to post, the specific areas in the financial files to post, and the required, optional, or not allowed data elements for proper file updates.

TABLE MAINTENANCE 28

Transaction Code Decision Table Maintenance/Inquiry

```
VERSION 3.1  STARS--TRANSACTION CODE DECISION TABLE MAINTENANCE/INQUIRY  S028
 FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)
 TRAN-CODE: 230 TITLE: RECORD AN EXPENDITURE NOT PREVIOUSLY ENCUMBERED
GENERAL-LEDGER-  DR-1: 4200 CR-1: 1003 DR-2:     CR-2:
     POSTING   DR-3: 1003 CR-3: 2101 DR-4:     CR-4:
TRANSACTION    CI     MODI N RVRS   INDX R PCA  R BUDU R FUND R FDTL    ESUB I
EDIT-INDS      EDTL   RSUB N RDTL N SUBS N MULT   GLA  N VNUM I VNAM    VADD
PCN N          PROJ   GRNT   CDOC I RDOC   INVC   DOCD   DUDT N WARR N SECA N
POSTING-SEQ: 5 REGISTER-NO: 4 WAR-WRITING: 1 CLEAR-FUND: Y VEND-PAYMENT: Y
GEN-TC:     GEN-ACCR-TC:
             A/S  FIELD  MATCH GLA DOC  SUB  A/S  FIELD  MATCH GLA DOC SUB
        DF:
FILE    AP:  +    12      M
POSTING AL:  +    09
        CC:  –    05
        GP:  +    05
        PJ:  +    05
        SF:
        OF:  +    01          1
        AD:
```

The GL accounts used for posting to various STARS files. See the _HOW TRANSACTION CODES POST TO FILES_ section earlier in this manual.

Notice that there is no "GL" file posting reference. Since most all transaction codes post to the general ledger file, the individual GL file postings are shown above.

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NOMAD SCHEMA (DAFRTD)

DAFRTD	DAFRTD	DAFRTD
TRANSACTION CODE (TC) DECISION TABLE DATABASE		
*GROUP_CODE	POSTING_SEQ_IND	CC_MAT_CNT_FL_2
*ENTITY	REGISTER_IND	GP_AD_SUB_IND_1
*TRANS_CODE	WARANT_WRIT_IND	GP_INDEX_1
TITLES	CLEARING_FUND	GP_MA_CNT_FLG_1
GL_ACCT_DR_1	VENDOR_FIN_IND	GP_AD_SUB_IND_2
GL_ACCT_CR_1	FA_GROUP_IND	GP_INDEX_2
GL_ACCT_DR_2	VENDOR_PAYM_IND	GP_MA_CNT_FLG_2
GL_ACCT_CR_2	D_I_TRANS_IND	PJ_AD_SUB_IND_1
GL_ACCT_DR_3	GENER_YR_END_TC	PJ_INDEX_1
GL_ACCT_CR_3	GEN_ACCR_TC	PJ_MA_CNT_FLG_1
GL_ACCT_DR_4	DF_AD_SUB_IND_1	PJ_AD_SUB_IND_2
GL_ACCT_CR_4	DF_INDEX_1	PJ_INDEX_2
DISB_METHOD_IND	DF_MA_CN_FLAG_1	PJ_MA_CNT_FLG_2
MODIFIER_IND	DF_GL_ACT_IND_1	SF_AD_SUB_IND_1
REVERSE_IND	DF_PDN_IND_1	SF_INDEX_1
CAPITALIZE_IND	DF_AD_SUB_IND_2	SF_GL_ACT_IND_1
INDEX_IND	DF_INDEX_2	SF_AD_SUB_IND_2
BUDGET_UNIT_IND	DF_MA_CNTFLAG_2	SF_INDEX_2
FUND_IND (FUND IND)	DF_GL_ACT_IND_2	SF_GL_ACT_IND_2
FUND_DETAIL_IND	DF_PDN_IND_2	OF_AD_SUB_IND_1
PCA_NO_IND	AP_AD_SUB_IND_1	OF_INDEX_1
EXP_SUB_OBK_IND	AP_INDEX_1	OF_GL_ACT_IND_1
EXP_DETAIL_IND	AP_MA_CNT_FLG_1	OF_AD_SUB_IND_2
REV_SUB_OBJ_IND	AP_AD_SUB_IND_2	OF_INDEX_2
REV_DET_IND	AP_INDEX_2	OF_GL_ACT_IND_2
GRANT_NO_IND	AP_MA_CNT_FLG_2	AD_AD_SUB_IND_1
PROJ_NO_IND	AL_AD_SUB_IND_1	AD_GL_ACT_IND_1
LOCATION_IND	AL_INDEX_1	AD_SUBSID_IND_1
FACILITY_IND	AL_MA_CNT_FLG_1	AD_AD_SUB_IND_2
TASK_IND	AL_AD_SUB_IND_2	AD_GL_ACT_IND_2
ORG_RPT_CAT_IND	AL_INDEX_2	AD_SUBSID_IND_2
SUBS_ACT_NO_IND	AP_AD_SUB_IND_1	LAST_PROC_DT YYYYMMDD
MUL_PU_CODE_IND	AP_INDEX_1	LAST_PROC_CC (Century) 20
GL_ACCT_NO_IND	AP_MA_CNT_FLG_1	LAST_PROC_YR YY
VENDOR_NO_IND	AP_AD_SUB_IND_2	LAST_PROC_MO MM
IRS_IND	AP_INDEX_2	LAST_PROC_DAY DD
INVOICENO_IND	AP_MA_CNT_FLG_2	EFF_START_DT YYYYMMDD
DOC_DATE_IND	AL_AD_SUB_IND_1	EFF_START_CC (Century) 20
CUR_DOC_NO_IND	AL_INDEX_1	EFF_START_YR YY
REF_DOC_NO_IND	AL_MA_CNT_FLG_1	EFF_START_MO MM
DUE_DATE_IND	AL_AD_SUB_IND_2	EFF_START_DAY DD
WARRANT_NO_IND	AL_INDEX_2	EFF_END_DT YYYYMMDD
SEC_DEPT_IND	MAT_CNTL_FLAG_2	EFF_END_CC (Century) 20
VENDOR_NAME_IND	CC_AD_SUB_IND_1	EFF_END_YR YY
VENDOR_ADDR_IND	CC_INDEX_1	EFF_END_MO MM
EMP_CL_CODE_IND	CC_MAT_CN_FLG_1	EFF_END_DAY DD
FA_BUD_CODE_IND	CC_AD_SUB_IND_2	
TD_MA_CLASS_IND	CC_INDEX_2	
* The records in the database are sorted according to these KEY fields. Year must be displayed in century format, i.e. 2000.		

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STARS TABLES – VENDOR EDIT TABLE (TABLE 21)

The purpose of the Vendor Edit Table (table 21) is to store Vendor Numbers to extract necessary vendor information for STARS transactions. This table stores vender name and address information as well as 1099-MISC tax-reporting controls. The vendor number is a valuable feature of the system that increases efficiency when preparing vouchers and remittance advices, and improves the overall accuracy of the accounting operation. Vendor numbers are unique.

TABLE MAINTENANCE 21

Vendor Edit Table Maintenance/Inquiry

```
VERSION 3.1        STARS--VENDOR EDIT TABLE MAINTENANCE/INQUIRY        S021

 FUNCTION: R (A=ADD, C=CHANGE, D=DELETE, N=NEXT, R=RECALL)


VENDOR NUMBER: 826000952 00 DMI:   VENDOR AGY: 000  DUE DAY(DD):


VEND TYPE: G VEND STATUS: 0 CHG AGY:     W-9 AGY:        1099 NAME/ADDR:

 SORT SEQUENCE: STCONTROLL SS EIN NUMBER: 826000952 00   1099 INDICATOR: N


 VENDOR NAME..: STATE CONTROLLERS OFFICE JD WILLIAMS
 VENDOR NAME 2: 700 W STATE ST
VENDOR ADDRESS: PO BOX 83720
         CITY: BOISE STATE: ID ZIP CODE: 83720 0011
PHONE: 208 334 3100 CONTACT NAME:
ABA NO:           FINANCIAL INSTITUTION:
FINANCIAL INSTITUTION ACCT NO:                  ACCT TYPE:
PRENOTE IND:      PRENOTE DATE:
                                     LAST PAID DATE: 092500
EFF START DATE:       EFF END DATE:        LAST PROC DATE: 080399
                                     INTERRUPT:
Z06 RECORD SUCCESSFULLY RECALLED
PLEASE ENTER FUNCTION
PF8=RECALL/NEXT USING VENDOR SORT SEQUENCE
```

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NOMAD SCHEMA (DAFRVE)

DAFRVE	DAFRVE	
VENDOR EDIT TABLE DATABASE		
*GROUP_CODE	SORT_AGY	
*ENTITY	SORT_SEQ	
*VE_AGY	STATEWIDE_NO	
*VE_NO	SS_FID_NO	
*VE_SUFFIX	SS_FID_SFX	
*VE_DMI	LAST_PROC_DATE	YYYYMMDD
VE_TYPE	EFF_START_DATE	YYYYMMDD
IRS_IND	EFF_END_DATE	YYYYMMDD
VE_NAME	DUE_DATE	
VE_BUS_NAME	PRE_NOTE_IND	
VE_ADDR	PRE_NOTE_DATE	YYYYMMDD
VE_CITY	VE_CHG_AGY	
VE_ST	VE_W9_AGY	
VE_ZIP	LAST_PAID_DATE	YYYYMMDD
VE_CONTACT	VE_IRS_NAME_IND	
VE_PHONE		
VE_STATUS		
* The records in the database are sorted according to these KEY fields. Year must be displayed in century format, i.e. 2000.		

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USING NOMAD ASSISTANT

The NOMAD Assistant is an ad hoc reporting tool that the State of Idaho uses to extract data and generate reports from STARS and FAS files. It is easy to learn, menu-driven and syntax-free (knowledge of a programming language is not necessary). NOMAD Assistant will guide you through a series of menus where you pick the choice you want from a list. The intuitive flow of the screens, allows even the casual or first-time user to easily build, revise, and execute reports from existing databases.

Upon learning the information in this manual, you should be able to:
- Navigate through the various Assistant menus and windows.
- Access various STARS and FAS databases via the NOMAD Assistant.
- Build reports which sort information in either ascending or descending order.
- Manipulate the appearance of a report by overriding the defaults.
- Include headings and titles in reports.
- Calculate additional information for a report (totals, subtotals, expressions).
- Limit the data to be accessed for a report.
- Save report requests so that they can be re-executed.
- Revise report requests.
- View reports results directly on the mainframe.
- Transfer report requests to PC for printing and/or further data manipulation.

IMPORTANT
Anyone can get data out of NOMAD; however, **getting the correct data is the trick!!** In order to know if you are getting the right data you are expecting to see in your NOMAD reports, you must become VERY familiar with the STARS and FAS files and the data in them.

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SIGNING ON AND EXITING NOMAD ASSISTANT

To begin signing on to NOMAD Assistant, you will need to sign-on to the mainframe computer the same way you access STARS or FAS - through the Idaho screen and CESN password screen. Instead of typing "DSYS" at your next blank screen, type **NOMP** for NOMAD production and press Enter. This will bring you to the NOMAD Session Manager screen.

<div align="center">

NOMAD Session Manager screen

</div>

```
    NNN     NNN   OOOOOOO    MM     MM      AA       DDDDDDD
    NNNN    NNN  OOOOOOOOOO  MMMM  MMMM     AAAA      DDDDDDDD
    NNNNN   NNN  OOO    OOO  MMMMMMMMMM    AAAAAA     DDD    DDD
    NNN NNNNNN   OOO    OOO  MMM MM MMM   AAA  AAA    DDD    DDD
    NNN   NNNNN  OOO    OOO  MMM MM MMM   AAA    AAA  DDD    DDD
    NNN    NNNN  OOO    OOO  MMM    MMM  AAAAAAAAAA   DDD    DDD
    NNN     NNN  OOOOOOOOOO  MMM    MMM  AAA    AAA   DDDDDDDD
    NNN     NNN   OOOOOOO    MMM    MMM  AAA    AAA   DDDDDDD



                   NOMAD Session Manager


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     Userid:              Password:              MVS Userid:
                      New Password:
Options:                              ┌──────────────┐
                      ┌──────────────┐│ Enter your   │
                      │ Enter your   ││ Password.    │
                      │ User ID.     │└──────────────┘
                      └──────────────┘
                   PA1/CLEAR/PFx to LOGOFF (return to VTAM)
```

You will need to enter your User ID Tab then enter your Password Enter. These are the same User ID and Password you entered at the CESN password screen when coming into the mainframe computer.

NOTE: If you change your password here, you will also change your CESN password.

WARNING:
When exiting NOMAD, you MUST come back to this screen to be logged out of NOMAD. If you do not and you have a report request running, it will continue to run. This may result in a very large bill to pay if the report is in a "loop".

Once you have signed in to NOMAD, you will come to this Informational Message screen. Before you press Enter and continue to the next screen, you should know about the following:

Informational Messages - Press **Enter** to Continue...

```
|                                                                          |
|   !!!   Welcome to the State of Idaho Controller's NOMAD System.  !!!     |
|                                                                          |
|       * * ** * * *   NOW RUNNING NOMAD 7.0   * * * * * * * * *******       |
|                          as of October 28, 2001                          |
|                                                                          |
|                                                                          |
|  ####     When STARS is down --- NOMAD cannot access STARS data      #### |
|                                                                          |
|                                                                          |
```

You will not be able to access NOMAD if STARS is down. STARS must be up and running in order to access the data in the files.

```
|                                                                          |
|   Please direct all questions to:                                        |
|                                                                          |
|   -----------> Division of Statewide Accounting @334-3150<-------------   |
|                     (State Controller's Office)          PRESS <ENTER>    |
|                                                                          |
```

You must press Enter to continue to the next screen.

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After you press Enter, you will come to the Welcome to NOMAD screen. Since we will be
using the NOMAD Assistant, you will need to tab to **Assnt** and press Enter .

```
Welcome to N O M A D
      | Please TAB To Choice and Press the ENTER Key              |
      |    Win       Sch       Dset       NUsr       Secu       Assnt    |
      |    F1=Help  F3=Windows  F12=Exit                         |
      |_____|
```

This will bring you to the NOMAD Assistant MUST screen.

```
               +----------------------------------+
               |  N O M A D   A S S I S T A N T  |
               +----------------------------------+

      MMMMM       MMMM  UUU      UUU    SSSSSSSSS  TTTTTTTTTTTTT
      MMMMMM      MMMMMM UUU     UUU    SSSSSSSSS  TTTTTTTTTTTTT
     MMM MMM     MMM MMM UUU     UUU  SSS              TTT
    MMM  MMM    MMM  MMM UUU     UUU  SSS              TTT
    MMM   MMM MMM   MMM UUU     UUU    SSS             TTT
   MMM    MMM MMM   MMM UUU     UUU      SSS           TTT
   MMM    MMMMMM    MMM UUU     UUU        SSS         TTT
  MMM     MMMMM     MMM UUU    UUU          SSS        TTT
  MMM     MMMM      MMM  UUUUUUUU  SSS    SSSS         TTT
 MMM      MMM       MMM   UUUU     SSSSSSSSSSS         TTT
        S o f t w a r e    I n t e r n a t i o n a l

                MUST Software International
            A Division of U3S International Ltd.
      Copyright 1986, 1987, 1989 by U3S International Ltd.

  Name of Catalog Database: ASSIST2    Date: 11/05/02 Time: 16.42.59
                Version 2.30A 22Jan1990
       -> Press ENTER to continue, F1 for HELP, any Fkey to Exit. <-
```

Press the Enter key to move to
the next screen.

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MOVING AROUND IN NOMAD ASSISTANT

Before we take you to the NOMAD Assistant Main Menu, we need to go over moving around in NOMAD Assistant:

POINT AND PICK METHODOLOGY

The NOMAD Assistant uses a *point-and-pick* style of interacting. The Assistant presents screens with one or more menus from which you may choose. All menus have certain features in common:

- The first entry usually allows to you continue with the next task.
- The most common choices are presented at the top of the list.
- If necessary, the menus have a second page with additional choices.
  You may scroll the menu up and down to see the additional choices.

To select one item from the menu the user would:
- Point – Move the cursor to your choice using the tab or arrow keys.
- Pick – Press Enter and the new menu appears for the choice selected.

THE FUNCTION KEYS

The function keys have special meaning in the Assistant. Pressing them provides a quick way to accomplish a common task. Some menus have more choices than will fit on a screen. When this happens a specific function key will bring those choices into view. Whenever a function key is available, it is displayed on the screen, usually at the bottom of the list you are working with.

The NOMAD Assistant function keys are:
F1 – On-line Help
F2 – Jump to the MAIN MENU
F3 – Quit (Exit the Assistant)
F4 – Back Up (Undo a Step)*
F5 – Scroll Up – left menu
F6 – Scroll Down – left menu
F7 – Scroll Up – right menu
F8 – Scroll Down – right menu
F9 – Scroll Up – display window
F10 – Scroll Down – display window
F11 – (does nothing in the Assistant)
F12 – Jump to the RUN menu

*There may be times when you wish to "undo" a choice or backup a step in the process you are performing. You can backup one step when you press F4. You can backup additional steps by continuing to press F4 key. This means you cannot get into trouble by accidentally picking some-thing you did not want to pick. Just press F4 to undo it!

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BASIC SCREEN INFORMATION

The following screen is typical of many of the screens you will see in the Assistant. The specific
information will vary, but the same type of information will be available throughout.

Screen Title – identifying the function
you are using.

```
    N O M A D   A S S I S T A N T :     Q U E R Y / C O L U M N S
```

The next question to be answered or action to be performed.

```
In the first SORT COLUMN...                   List of all Database fields:
----------------------------------------      ------------------------------------
  None, or no more...continue.                  VP_RECORD (Entire Table)
  First, MODIFY the PRECEDING column..          *GROUP_CODE (GROUP CODE)
  DOWN the page..                               *ENTITY (No Heading)
  DOWN the page in DESCENDING order..           *AGENCY (No Heading)
  DOWN the page + SKIP a blank line..           *VENDOR_NO (VENDOR NO)
  DOWN the page, but DON'T PRINT..              *VP_BIGKEY (VP BIGKEY)
  ACROSS the page..                              VENDOR_SUFFIX (VENDOR SUFFIX)
  ACROSS page in DESCENDING order..             DOCUMENT_NO (DOCUMENT NO)
==> More Down (F6)                            ==> More Down (F8)

+-<List Request>--
|   LIST
|
|
|
|
|
+---------------------------------------------------------------------
          F1-Help   F2-MainMenu   F3-Quit   F4-BackUp   F12-RunMenu
```

The left side of the screen displays the choice
of actions available.
· *The message ==> More Down (F6)
indicates that this menu contains additional
choices, which you may see by pressing F6.*

The right side of the screen appears and disappears
as you make your selections. Once you select an
action from the left, the right side appears showing
you the choices for that action.
· *The message ==> More Down (F8) indicates that
this menu contains additional choices, which you
may see by pressing F8.*
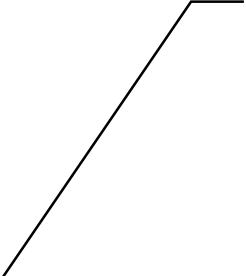
The display window contains the NOMAD 'List
Request' (report) that is being built based on your
point and pick choices.

Remember to look for
your F-key assistance
when working with the
various screens.

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UNDERSTANDING THE MAIN MENU

Once you move past the MUST screen, you will come to the Main Menu of the NOMAD
Assistant. Moving through the Assistant is the same for each screen:

1) Select the option you want with an 'X' and press Enter.
2) A display window is opened with a message based on your choice. This may be another
   selection screen.
3) You mark the appropriate line(s) with an 'X' and press Enter, etc.

```
   N O M A D    A S S I S T A N T :    M A I N   M E N U



What would you like to do next?
---------------------------------------
  QUERY (Report from a Database.)
  CATALOG Maintenance.
  RUN a Procedure.
  LEAVE the NOMAD Assistant.




                           F1-Help   F3-Quit   F4-BackUp
```

> Remember to look for your F-key assistance when working with the various screens.

The NOMAD Assistant-Main Menu provides you with the ability to:

- QUERY information from the database. QUERY includes:
    - Building new reports
    - Saving report requests for reuse
    - Running existing report requests
    - Revising existing report requests
    - Browsing the report at the terminal
  See the *CREATING A REPORT QUERY* section later in this manual.

- CATALOG (keep track of) frequently used databases, reports, and procedures, and have
  them appear as menu choices for you in the Assistant. See the *CATALOGING DATABASES,
  REPORTS, PROCEDURES* section later in this manual.

- RUN procedures written outside of the Assistant. (For Advanced Users Only)

- LEAVE the Assistant.

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CATALOGING DATABASES, REPORTS, PROCEDURES

The NOMAD Assistant keeps a list (catalog) of reports that you build and save, databases that
you need to access, and procedures you may build outside of the Assistant.

Once you select the CATALOG function from the Main Menu, the following screen is displayed.
You must then select which of the catalogs you want to maintain.

```
    N O M A D   A S S I S T A N T :   C A T A L O G



Which Catalog do you want to use?
---------------------------------------
  None, or no more...continue.            ┌─────────────────────────┐
  Reports.                                │ You need to select whether │
  Databases.                              │ you want to create, delete, or │
  Procedures.                             │ change information regarding │
                                          │ a report, database, or │
                                          │ procedure. │
                                          └─────────────────────────┘


              F1-Help   F2-MainMenu   F3-Quit   F4-BackUp
```

The NOMAD Assistant-Catalog Menu provides you with the ability to select which type of
catalog item you want to work with:

- *REPORTS CATALOG* – catalog reports that you will create and want to save.
- *DATABASE CATALOG* – catalog databases you must set up before you can create a report.
- *PROCEDURES CATALOG* – catalog procedures Advanced Users may want to use when
  writing procedures outside of NOMAD Assistant.

You can ADD new entries, CHANGE information, VIEW entries, or UNCATALOG/DELETE
entries in each catalog. Once you catalog an entry, it appears on the right side of your Assistant
menus automatically. Through the View function, the Assistant keeps track of the date that you
cataloged each entry and the date it was last accessed. These dates are helpful when determining
which entries are no longer needed, so you can remove them from your catalog.

_____

DATABASE CATALOG

```
   N O M A D    A S S I S T A N T :    D A T A B A S E   C A T A L O G



Do you want to...                          Databases currently cataloged:
-------------------------------------      ------------------------------------
  None, or no more...continue.               DAFRAL (ALLOCATION FILE)
  ADD a Database.                            DAFRAP (APPROPRIATION FILE)
  CHANGE the Database description.           DAFRBU (BUDGET UNIT TABLE)
  CHANGE the info for opening a Db.          DAFRCC (CASH CONTROL FILE)
  VIEW Database catalog/access dates.        DAFRDF (DOCUMENT FILE)
  UNCATALOG a Database.                      DAFRDT (DESCRIPTOR TABLE)
                                             DAFRFE (FAS LOCATION 1)
                                             DAFRFP (FAS PROPERTY FILE)
                                         ==> More Down (F8)
```

> The left side of the screen displays the choice of actions available.

> The information in the catalog contains a name and description for each entry (report, database, procedure) you set up.
> · *The message ==> More Down (F8) indicates that this menu contains additional choices, which you may see by pressing F8.*

The NOMAD Assistant-Database Catalog menu provides you with the ability to:

DATABASE CATALOG OPTIONS

ADD a Database
Use to enter a name and description for any database you need to use. When you enter a database name the Assistant checks to make sure that the database exists and that it is not already cataloged.

CHANGE the Database description
Use to enter a new description for any database already in the catalog.

CHANGE the info for opening a Db
Not normally used in NOMAD Assistant. For Advance Users to enter options to use when opening a database.

VIEW Database catalog / access dates
Use to locate the date you cataloged the database and the date the database was last accessed.

UNCATALOG a Database
Use to delete the database entry from your Assistant catalog. It does not alter or remove the actual database from the mainframe.

_____

The following databases are currently available for your use. To use NOMAD Assistant, you should add these to your database catalog before you set up a report query. These databases are identified earlier in the *FILES VS NOMAD DATABASES* section of this manual. Add those databases that access the STARS and FAS files from which you want to extract data.

You will be asked to "Enter the name of the Database you want to catalog". Enter the DAFRxx database from below. You will then be asked to "Enter a value for the Description of the database". Enter the name of the database, such as Appropriation File, Index Code Table, etc. NOMAD Assistant is will put the description in parenthesis for you. We recommend you identify the database as a file or a table, as listed below, for easier identification when you create your report query.

STARS DATABASES

        DAFRAL – Allocation File (AL)
        DAFRAP – Appropriation File (AP)
        DAFRBU – Budget Unit Table (Table 20)
        DAFRCC – Cash Control File (CC)
        DAFRDF – Document File (DF)
        DAFRDT – Descriptor Table (Table 23)
        DAFRGC – Grant Control Table (Table 29)
        DAFRGL – General Ledger File (GL)
        DAFRGP – Grant File (GP)
        DAFRIC – Index Control Table (Table 24)
        DAFROF – Operating File (OF)
        DAFRPA – PCA Table (Table 26)
        DAFRPC – Project Control Table (Table 27
        DAFRPJ – Project File (PJ)
        DAFRRD – Report Distribution Table (Table 95)
        DAFRRR – Report Request Table (Table 91)
        DAFRSF – Subsidiary File (SF)
        DAFRTD – Transaction Code Decision Table (Table 28)
        DAFRVE – Vendor Edit Table (Table 21)
        DAFRVP – Vendor Payment File (VP)
        DAFRVPPY – Vendor Payment File-Prior Year (VPPY)
        DAFRWC – Warrant Control File (WC)
        DAFRWD – Warrant Detail File (WD)
        DAFRWW – Warrant Write File (WW)

FAS DATABASES

        DAFRFE – FAS Location 1 Table (Table 38)
        DAFRFN – FAS Optional Funding Information (Table 40, F7)
        DAFRFP – FAS Property File (Table 40)

REPORTS CATALOG

```
   N O M A D   A S S I S T A N T :     R E P O R T   C A T A L O G



Do you want to...                        Reports currently cataloged:
-------------------------------------    -----------------------------------
  None, or no more...continue.             AIELLO (MIKE AIELLO)
  CHANGE the description of a member.       CHECKACT (CHECK 10% ACTV TRFR)
  VIEW member catalog/access dates.         CHECKAP (APPN FILE CHECK)
  DELETE a member.                          CHECKCC (CASH CNTRL FILE CHECK)
                                            CHECKDF (DOC FILE CHECK)
                                            CHECKENC (CK ENC 3001=4300)
                                            CHECKFP (CHECK FAS PROPERTY FILE)
                                            CHECKGL (GEN LEDGER CHECK)
                                         ==> More Down (F8)
```

The left side of the screen displays the choice of actions available.

The information in the catalog contains a name and description for each entry (report, database, procedure) you set up.

· *The message ==> More Down (F8) indicates that this menu contains additional choices, which you may see by pressing F8.*

The NOMAD Assistant-Report Catalog menu provides you with the ability to:

REPORT CATALOG OPTIONS

CHANGE the description of a member
Use to enter a new description for any report already in the catalog.

VIEW member creation/access dates
Use to locate the date you cataloged the report and the date the report was last accessed.

DELETE a member
Use to delete a report from your catalog. You will no longer be able to run or revise the report without recreating it.

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PROCEDURES CATALOG

```
   N O M A D   A S S I S T A N T :   P R O C E D U R E   C A T A L O G



Do you want to...                              Procedures currently cataloged:
--------------------------------------        -----------------------------------
   None, or no more...continue.                  CHECKGL (GEN LEDGER CHECK)
   CHANGE the description of a member.
   VIEW member catalog/access dates.
   DELETE a member.
```

The information in the catalog contains a name and description for each entry (report, database, procedure) you set up.

The left side of the screen displays the choice of actions available.

The NOMAD Assistant-Procedure Catalog menu provides you with the ability to:

PROCEDURE CATALOG OPTIONS

ADD a member	Use to enter a name and description for any user procedure you use often. Once a procedure is in your catalog, it will automatically appear on your menus. The procedure must be a member of your NOMAD.DATA dataset.
CHANGE the description of a member	Use to enter a new description for any procedure already in your catalog.
VIEW member creation/access dates	Use to locate the date the procedure was cataloged and last accessed.
UNCATALOG a member	Use to delete the procedure entry from your Assistant catalog. It does not alter or remove the actual procedure from the mainframe.

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CREATING A REPORT QUERY

The NOMAD Assistant guides you through a series of menus to build reports from a database. The steps for building any new report are essentially the same:

- Select QUERY from the MAIN MENU. (*BEGINNING A NEW REPORT*)
- Choose the Database from which you want to report. (*PICKING YOUR DATABASE*)
- Choose the specific table within the database. (*PICKING THE TABLE OR GROUP*)
- Pick the columns to be used for sorting the report (if any). (*PICKING COLUMNS FOR SORTING*)
- Pick the non-sorted columns. (*PERFORMING CALCULATIONS*)
- Add any titles, footings, totals, or subtotals. (*ADDING OPTIONS WHICH AFFECT THE ENTIRE REPORT*)
- Select the data to appear on the report. You may use all of the information in the database, or you may select a part of the information based on the value of an item(s). (*SCREENING THE DATA TO APPEAR ON THE REPORT*)
- Decide how you want to view the report output (browse it at the terminal, transfer it to your PC for printing or for use with your PC software as per your agency's guidelines, and saving the report query. (*VIEWING AND SAVING THE REPORT (QUERY) REQUEST*)

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BEGINNING A NEW REPORT

To start reporting, select QUERY from the MAIN MENU.

```
   N O M A D   A S S I S T A N T :   M A I N   M E N U



What would you like to do next?
-------------------------------------
x QUERY (Report from a Database.)
  CATALOG Maintenance.
  RUN a Procedure.
  LEAVE the NOMAD Assistant.
```

This takes you to the Query menu:

```
   N O M A D   A S S I S T A N T :   Q U E R Y



Do you want to...
-------------------------------------
x Start a new report.
  Use a report you cataloged earlier.
```

The NOMAD Assistant-Query menu provides you with the ability to:

QUERY OPTIONS	
Start a NEW report	Begins a brand new report where you must start by selecting your database.
Use a report you cataloged earlier	This option is applicable only when you have saved report requests previously. It lists the cataloged reports that are available to run or revise.
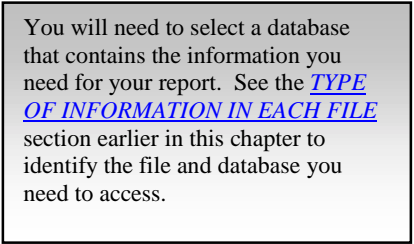
_____

PICKING YOUR DATABASE

The following menu lists the databases available. You must have cataloged these databases before you see them in this list. This menu appears only when you have not yet selected a database to use.

```
   N O M A D   A S S I S T A N T :    Q U E R Y



Which Database do you want to use?
-------------------------------------
  One that is not in my Catalog.
  DAFRAL (ALLOCATION FILE)
  DAFRAP (APPROPRIATION FILE)
  DAFRBU (BUDGET UNIT TABLE)
  DAFRCC (CASH CONTROL FILE)
  DAFRDF (DOCUMENT FILE)
  DAFRDT (DESCRIPTOR TABLE)
  DAFRFE (FAS LOCATION 1)
==> More Down (F6)
```

> You will need to select a database that contains the information you need for your report. See the *TYPE OF INFORMATION IN EACH FILE* section earlier in this chapter to identify the file and database you need to access.

PICKING THE TABLE OR GROUP

```
   N O M A D   A S S I S T A N T :    Q U E R Y



Pick the Table or Group to report from
-------------------------------------
  VP_RECORD (Tbl w/in DAFRVP)
  One in another Database not shown.
```

Normally, most of the databases only have one table or group option. In the above screen, you would select the VP_RECORD.

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PICKING COLUMNS FOR SORTING

Once you select the database and table (or group) from which to report, the Assistant displays the
first menu for selecting your report columns.

```
   N O M A D   A S S I S T A N T :    Q U E R Y / C O L U M N S




In the first SORT COLUMN...              List of all Database fields:
-------------------------------------    -------------------------------------
  None, or no more...continue.             VP_RECORD (Entire Table)
  First, MODIFY the PRECEDING column..    *GROUP_CODE (GROUP CODE)
  DOWN the page..                         *ENTITY (No Heading)
  DOWN the page in DESCENDING order..     *AGENCY (No Heading)
  DOWN the page + SKIP a blank line..     *VENDOR_NO (VENDOR NO)
  DOWN the page, but DON'T PRINT..        *VP_BIGKEY (VP BIGKEY)
  ACROSS the page..                        VENDOR_SUFFIX (VENDOR SUFFIX)
  ACROSS page in DESCENDING order..        DOCUMENT_NO (DOCUMENT NO)
==> More Down (F6)                       ==> More Down (F8)
+-<List Request>------------------------------------------------
|   LIST
|
|
|
|
|
+----------------
        F1-Help   F2-MainMenu   F3-Quit   F4-BackUp   F12-RunMenu
```

> The left side of the screen displays the choice of sort actions available.
> · _The message ==> More Down (F6) indicates that this menu contains additional choices, which you may see by pressing F6._

> On the right side of the screen the Assistant displays the database fields in the table you selected. For a full list of the database fields, see the _FILES VS NOMAD DATABASES_ section earlier in this chapter
>
> · _The message ==> More Down (F8) indicates that this menu contains additional choices, which you may see by pressing F8._

The Assistant alternately lets you select from the left or right menu as appropriate. See the next
page for all of the sort column options and when you may want to use them.

QUERY/COLUMNS (SORT) OPTIONS
These will show in your List area as "By" lines

None, or no more ... continue

This is always the first pick on the menu. Select it when you don't want your data sorted (presented) in any particular order, or when you have chosen all the sort fields that you want for your report.

First, MODIFY the PRECEDING column

Choose this when, for the column just defined, you wish to change the column heading, the way the data is printed, or add totals or subtotals for just that column. Example: If you are running the report directly from the mainframe, you may want to change the field name Trans_Code to just TC so it does not taken up so much space on your screen since the TC only has three-characters. See the *CHANGING THE COLUMN HEADINGS AND DISPLAY FORMATS* section later in this chapter.

DOWN the page
DOWN the page in DESCENDING order
DOWN the page + SKIP a blank line
DOWN the page, but DON'T PRINT

These picks list the various ways you may sort the data "down" the page on your report.

ACROSS the page
ACROSS page in DESCENDING order

These picks list the various ways you may sort the data "across" the page on your report.

DOWN and start a NEW PAGE for each
NEW PAGE for each, and DON'T PRINT

These picks list the various ways you may sort the data "down" the page, but with a Page Break for each sort item on your report.

You can do multiple "down" the page sort columns. These will sort in the order you enter each database field. See the *EFFICIENCY IN QUERIES – SAVING TIME AND MONEY* section for tips on saving money depending on the order you select your database fields.

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There are many ways to organize data on a report. The Assistant will present many choices about how to sort your data, where to view the data, etc. The following sections explain some of those choices with examples.

SORTING IN ASCENDING OR DESCENDING ORDER

Ascending Order
Information is sorted from lowest to highest or from oldest to newest.
Examples: A, B, C, D, ... Z
-1, 0, 1, 2, ... 100

Descending Order
Information is sorted from highest to lowest or from newest to oldest.
Examples: Z, Y, X, W, ... A
100, 99, 98, 97, ... 1, 0, -1, -2

SORTING RULES

- You may have as many sorted fields on a report as you like.

- Sort columns show in the List area with "By XXXXX (title)".

- The same report may have information sorted down the page and information sorted across the page. However, once you sort across the page, you may no longer add columns to be sorted down the page. The Assistant removes the DOWN options from the menu.

- Information may be sorted in ascending or descending order.

- You may decide not to print the information that you are sorting. This is useful if you want that information in the report title, or if you want it to appear in a different column of the report.

- All sort columns are picked first. Once you pick a non-sorted column (calculation columns), you cannot then ask for the next column to be sorted again. If you want to add more sorted columns before non-sorted columns, you can revise the report later (or use your F4 backup key).

- Once you sort across the page, you will want to make sure that there is some non-sorted data in the columns to follow.

_____

SORTING DOWN OR ACROSS THE PAGE
The Assistant lets you print your information in order down the left side of the page, or in order across the top of the page. Both options are valuable, however, some reports are easier to read when sorted in one way versus another.

Compare the following two reports. Both show APPROPRIATION by BUDGET UNIT and EXPENDITURE OBJECT. On the first report, BUDGET UNIT is sorted *down* the page by AGENCY, with EXPENDITURE OBJECT sorted in order within BUDGET UNIT.

First report – sorted "down" the page

```
CMND=> NOMAD ASSISTANT: BROWSE Page 1 of 8/ Line 1+
|...+....1....+....2....+....3....+....4....+..|


                              Org
        BUDGET EXP            Appn
AGY     UNIT  OBJECT          PY
------ ----------- ---------- ---------------
230    CCAA  4000       -2231600.00
                         -48400.00
                           -800.00
                       -2121700.00
                         -48400.00
                           -800.00
                              0.00
                              0.00
                              0.00
              5000      -228146.98
                          -1348.33
                       -1677300.00
                         -14300.00
```

On the second report, shown on the following page, the data is sorted *down* the page by BUDGET UNIT and *across* the page by EXPENDITURE OBJECT.

First report – sorted "down" and "across" the page

```
CMND=> NOMAD ASSISTANT: BROWSE Page 1 of 1/ Line 1+
|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+.|


              4000           5000           6000           7000
              SUM            SUM            SUM            SUM
              Org            Org            Org            Org
              Appn           Appn           Appn           Appn
AGY   BU      PY             PY             PY             PY
----  ----  -------------- -------------- -------------- --------------
230   CCAA  -4451700.00     -4062748.79     -529492.75  -11014935.11
      CCAB  -3942800.00    -11613709.66      -66961.60     -86036.00
      CCAC -20798200.00     -5942645.63    -1282311.88
      CCAD  -8346000.00     -3173784.26     -290499.00    -106093.00
      CCAE  -4084900.00     -1899842.23     -276805.96    -290000.00
      CCAF  -8280700.00     -3174359.99     -389905.21
      CCAG -12920400.00     -3606834.32     -376822.30
```

_____

SORTING "BY" A FIELD WHICH IS NOT PRINTED

Normally, when you sort a field, you want that field printed as the next column in the report. However, the Assistant gives you the option to choose "don't print" the field being used for sorting. Two common situations where this is useful are:

When you want to include the sorted value in the report title and/or start a new page whenever the sort value changes. In the following example, the sort by VENDOR NUMBER is not being printed so that VENDOR NAME can be shown in the title.

```
CMND=> NOMAD ASSISTANT: BROWSE Page 1 of 9/ Line 1+
|...+....1....+....2....+..|

Vendor: CONFIRM

                        SUM
DOCUMENT NO       TRANS AMT
------------------------- --------------------
D0070095            831.30
```

When you want the sorted column to appear in a different position on the report. For example: you want to list vendors sorted in descending order by total dollar amount paid to them. In this case, you would sort by TRANS AMT and pick the option "don't print" for that field. Then you will need to be *MANUALLY EDITING LINES* to add DESC at the end of the request in order to tell NOMAD to sort in descending order as apposed to ascending order. Then direct NOMAD to show the VENDOR NAME followed by TRANS AMT.

```
CMND=> NOMAD ASSISTANT: BROWSE Page 1 of 1/ Line 1+
|...+....1....+....2....+....3....+....4....+....5....+.|

VENDOR NAME                               TRANS AMT
----------------------------------------- ---------------
BRIAN BILODEAU                              4500.00
JOSEPH PONTE                               1588.00
                                          1588.00
AL MURPHY                                 1040.66
EDUCATIONAL DISCOVERIES                     319.00
BEST WESTERN                               241.50
BEST WESTERN                               226.80
THOMAS J ARCHAMBAULT TRAINING RES GROUP     186.00
DAVID ALFRED MUNROE                         157.85
```

The following is the LIST REQUEST for the above report:

```
+-<List Request>----------------------------+
| LIST                                       |
| BY TRANS_AMT NOPRINT desc                  |
| BY VENDOR_NAME                             |
| TRANS_AMT                                  |
| WHERE AGENCY EQ '230'                      |
+--------------------------------------------+
```

_____

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PERFORMING CALCULATIONS

The Assistant provides you with many ways to present the data in your report. You can show the detailed values in the record or you can use those values in a calculation or a summary. Beyond the standard calculations (like sum, difference, average, maximum, minimum, etc.), the Assistant provides cumulative values, percentages, and the ability to perform calculations between two fields. **The Assistant will not add "across" more than two columns.**

```
    N O M A D   A S S I S T A N T :    Q U E R Y / C O L U M N S



In the next column of the report...        List of all Database fields:
---------------------------------------    -------------------------------------
  None, or no more...continue.               VP_RECORD (Entire Table)
  First, MODIFY the PRECEDING column..       *GROUP_CODE (GROUP CODE)
  SHOW the values of..                       *ENTITY (No Heading)
  SUM the values of..                        *AGENCY (No Heading)
  AVERAGE the values of..                    *VENDOR_NO (VENDOR NO)
  Print the MAXIMUM value of..               *VP_BIGKEY (VP BIGKEY)
  Print the MINIMUM value of..                VENDOR_SUFFIX (VENDOR SUFFIX)
  COUNT how many values there are of..        DOCUMENT_NO (DOCUMENT NO)
==> More Down (F6)                          ==> More Down (F8)
+-<List Request>-
|   LIST
|
|
|
|
+-----------------
          F1-Help   F2-MainMenu   F3-Quit   F4-BackUp   F12-RunMenu
```

> The left side of the screen displays the choice of calculation actions available.
> · _The message ==> More Down (F6) indicates that this menu contains additional choices, which you may see by pressing F6._

> On the right side of the screen the Assistant displays the database fields in the table you selected. For a full list of the database fields, see the _**FILES VS NOMAD DATABASES**_ section earlier in this chapter
> · _The message ==> More Down (F8) indicates that this menu contains additional choices, which you may see by pressing F8._

The Assistant alternately lets you select from the left or right menu as appropriate. See the next page for all of the sort column options and when you may want to use them.

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QUERY/COLUMNS (CALCULATION) OPTIONS

None, or no more ... continue

This is always the first pick on the menu. Select it when you don't want your data calculated (you just want a listing), or when you have chosen all the calculation fields that you want for your report.

First, MODIFY the PRECEDING column

Choose this when, for the column just defined, you wish to change the column heading, the way the data is printed, or add totals or subtotals for just that column. Example: If you are running the report directly from the mainframe, you may want to change the field name Trans_Code to just TC so it does not taken up so much space on your screen since the TC only has three-characters. See the _CHANGING THE COLUMN HEADINGS AND DISPLAY FORMATS_ section later in this chapter.

It is important you know the difference between these two options:

SHOW the values of

If you "SHOW the values of", you will get every value listed line-by-line of the database field you will chose. All database fields will show in the right column.

SUM the values of.

If you "SUM the values of", the Assistant will add all of the values in the database field you will chose, depending on your screening criteria. Only those database fields with amounts will show in the right column. Normally when requesting a "sum," you should use the TRANS_AMT (transaction amount) value presented.

SHOW vs. SUM

EXAMPLE: You have six transactions on the Vendor Payment file for a certain vendor. Two are for $40.00 each and the other four are for $20.00 each.
SHOW may give you a list of all six transactions individually ($40, $40, $20, $20, $20, $20).
SUM may give an accumulative amount of $160.

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QUERY/COLUMNS (CALCULATION) OPTIONS

AVERAGE the values of	This will AVERAGE all of the values in the database field you chose, depending on your screening criteria. Only those database fields with amounts will show in the right column. Normally when requesting an "average," you should use the TRANS_AMT (transaction amount) value presented.
Print the MAXIMUM value of	This will print only the one MAXIMUM value of the database field you chose. You could use these to find ranges that your information may be stored.
Print the MINIMUM value of	This will print only the one MINIMUM value of the database field you chose. You could use these to find ranges that your information may be stored.

It is important you know the difference between these two options.

COUNT how many values there are of	If you "COUNT how may values there are of", you will get a number of how many records on the files meet your screening criteria. When using this, it is important to know if the database you are using has individual transactions or just accumulative "buckets".
COUNT the DIFFERENT values of	If you "COUNT the DIFFERENT values of", you will get a number of just those with a different value on records that meet your screening criteria.

COUNT values vs. COUNT DIFFERENT values	EXAMPLE: You have six transactions on the Vendor Payment file for a certain vendor. Two are for $40.00 each and the other four are for $20.00 each.
	  COUNT how many values will give you the count number of "6" ($40, $40, $20, $20, $20, $20).
	  COUNT the DIFFERENT values will give you the count number of "2" ($40, $20).

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QUERY/COLUMNS (CALCULATION) OPTIONS

Do a CALCULATION with two fields	This selection will allow you to do different CALCULATIONS with two fields. When you select this item you will get a secondary screen giving you the following options:

> In this column, CALCULATE...
> -------------------------------------
>   The DIFFERENCE between two fields.
>   The PRODUCT of two fields. (A x B)
>   The SUM of two fields.
>   The RATIO of two fields (in percent)

The following fields will give you instructions on the top of the right column for the selection of the two fields being calculated. If you want to calculate more than two fields, see the *MANUALLY EDITING LINES* section of this manual.

DIFFERENCE (-) between two fields	The DIFFERENCE will give an amount when the two fields are subtracted from each other. You will need to identify the field you want to subtract the amount from {Pick FIRST field for the DIFFERENCE) then pick the next field that will be subtracted from the first field (Difference of XXXXX_AMT minus).
PRODUCT (x) of two fields	The PRODUCT will give an amount when the two fields are multiplied by each other. You will need to identify the first field you want to use in the multiplication (Pick the FIRST field for the PRODUCT) then pick the next multiplier (Product of XXXXX_AMT times).
SUM (+) of two fields	The SUM will give an amount when the two fields are added together. You will need to identify the first field you want to use in the total (Pick the FIRST field for the SUM) then pick the next field to total (Sum of XXXXX_AMT plus).

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QUERY/COLUMNS (CALCULATION) OPTIONS

RATIO (%) of two fields (in percent)	The RATIO will give an amount when the two fields are divided by each other for a percentage amount. You will need to identify the first field you want to use for the percentage (Which field as a percent of another?) then pick the next field to use in the percentage (Ratio of XXXXX_AMT as a % of)

It is important you know the difference between these two options.

PERCENT of SUM of the values of	If you request the "PERCENT of SUM of the values of", you will get an amount, which is the percentage of the sum of the values.
PERCENT of COUNT of the values of	If you request the "PERCENT of COUNT of the values of", you will get a number count, which is the percentage of the counted number of the values.

It is important you know the difference between these two options. These will let you calculate information in accumulative fields, those on your database schemas that start with CUMM_XXX.

Compute the CUMULATIVE SUM of	Compute the CUMULATIVE SUM of lets you add the totals of the CUMM_XXX fields depending on your screening criteria.
PERCENT of the CUMULATIVE SUM of	PERCENT of the CUMULATIVE SUM of lets you do a percentage of the totals of the CUMM_XXX fields depending on your screening criteria.
Compute the MEDIAN value of	This selection will give you a MEDIAN value (a value in the middle.) Median value is the value in the middle of the series of all sorted variable values. If there is an even number of items, it is the average of the middle two.
Compute the VARIANCE of	This will give you the VARIANCE value of the amounts selected. Where the average/mean is a measure of the center of a group of numbers, the **variance** is the measure of the spread, the total amount of disagreement between numbers. Variance is the sum of all values with their means subtracted and then squared.

QUERY/COLUMNS (CALCULATION) OPTIONS

Compute the STD. DEV. of	This will give you the STANDARD DEVIATION value of the amounts selected. The standard deviation is the square root of the variance. A statistical measure of the distance a quantity is likely to lie from its average value. In finance, standard deviation is applied to the annual rate of return of an investment, to measure the investment's volatility, or "risk".

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ADDING OPTIONS WHICH AFFECT THE ENTIRE REPORT

In addition to options that apply to one specific column, the Assistant provides options that apply to the entire report. You can:

- Add subtotals or totals to all the numeric columns on the report.
- Add labels (descriptions) to the subtotal and total lines, whether they apply to all the
- reports columns, or just one or two.
- Add a title to the top of the pages.
- Add a footing to the bottom of the pages.

```
   N O M A D   A S S I S T A N T :   Q U E R Y / O P T I O N S



Choose the report options you want.
------------------------------------
  None, or no more...continue.
  SUBTOTAL numeric fields for sorts.
  LABEL the subtotals.
  GRAND TOTAL all the numeric fields.
  LABEL the totals.
  ROW TOTAL all the numeric fields.
  Put a TITLE at the top of the pages.
  Put a FOOTING at the bottom of pages

+-<List Request>-----------------------------------------------------+
|   LIST                                                              |
|                                                                    |
|                                                                    |
|                                                                    |
|                                                                    |
|                                                                    |
+--------------------------------------------------------------------+
          F1-Help   F2-MainMenu   F3-Quit   F4-BackUp   F12-RunMenu
```

QUERY REPORT OPTIONS

If you are planning to download the report to a PC, these will be stripped from the data.
In that case, we recommend you skip this section.

None, or no more ... continue   This is always the first pick on the menu. Select it when you don't want your data calculated (you just want a listing), or when you have chosen all the calculation fields that you want for your report.

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QUERY REPORT OPTIONS

If you are planning to download the report to a PC, these will be stripped from the data.
In that case, we recommend you skip this section.

You can add subtotals, totals, or both to your report. If you want the subtotal or total to apply to specific columns only, you would select them via the columns option FIRST, Modify the Preceding Column. When you select totals and subtotals here, they apply to all numeric columns on the report.

Labels for subtotals are automatically set to *TOTAL followed by the value of the sorted field to which they apply. You may also enter your own description for the total label with the options on this screen.

NOTE: These options are ignored if you have not requested any subtotals or totals on your report.

SUBTOTAL numeric fields for sorts	This will subtotal any amount field(s) that you have and will subtotal them for every sort (By) column. If you have a number of "By" columns, you may want to reconsider this option since it will create many lines of subtotals. Instead, look at the subtotal option on the individual columns.
LABEL the subtotals	This will put the sort column (By) title beside each of the subtotals.
GRAND TOTAL all the numeric fields	This will total all of the amount columns, regardless of the sort column (By) title.
LABEL the totals	This will allow you to enter a 40-character title for the grand total line. You will be asked to:
	Enter the text to be used on the TOTAL line: >> <<
ROW TOTAL all the numeric fields	This will total each of the amount rows. Use this if you have an "across" the page option.

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QUERY REPORT OPTIONS

If you are planning to download the report to a PC, these will be stripped from the data.
In that case, we recommend you skip this section.

The Assistant allows you to add a title, a footing, or both to your report. A title or a footing can have:

as many lines as desired;

be positioned in the middle, left, or right of the report (each line may be positioned independently);

include text which you enter;

include a value from the database;

combine text and a value from the database; and

print the current date and time, or the User ID you are using.

Put a TITLE at the top of the pages	This will let you put information in as a TITLE for the report. When you select this item you will get a secondary screen giving you the following options:

        This line of the TITLE should be:

         None, or no more...continue.
         Some text I will type in.
         The value of a Database field.
         Some text followed by a field value.
         Today's date and time.
         The system userid you're using.

Some text I will type in	This will allow you to enter a 65-character title for the report.

        Enter the text to use on the line below:
        >>   <<

The value of a Database field	This will bring up the database field in the right column for you to select a field to print in the title. (Which field(s) should be printed?) Once you select a field you will get a screen asking where

        This line should be positioned...
         In the MIDDLE of the page.
         On the far LEFT side of the page.
         On the far RIGHT side of the page.

Some text followed by a field value	This will let you combine the first two selections.

_____

QUERY REPORT OPTIONS

If you are planning to download the report to a PC, these will be stripped from the data.
In that case, we recommend you skip this section.

You can select a text title and a database field.

Today's date and time

This will automatically enter today's date and time from your computer. You can use this to identify when you ran the report query. You will then get a screen asking where:

This line should be positioned...
In the MIDDLE of the page.
On the far LEFT side of the page.
On the far RIGHT side of the page.

The system userid you're using

This will automatically put your User ID in the title from your sign-on. You can use this to identify who ran the report query.
You will then get a screen asking where:

This line should be positioned...
In the MIDDLE of the page.
On the far LEFT side of the page.
On the far RIGHT side of the page.

Put a FOOTING at the bottom of pages

This will put a FOOTING on the bottom pages of your report. You may want to use this to identify the query you are using or other information that you want put in the footer rather than the title. When you select this item you will get a secondary screen giving you the following options:

This line of the FOOTING should be:

None, or no more...continue.
Some text I will type in.
The value of a Database field.
Some text followed by a field value.
Today's date and time.
The system userid you're using.

See the TITLE options above for a description of these selections.

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SCREENING THE DATA TO APPEAR ON THE REPORT

Within the Assistant, you may choose to have all the data in the database appear on a report, or only a part of the data based on particular data field screening.

```
     N O M A D   A S S I S T A N T :   Q U E R Y / S C R E E N I N G



Should the report include...
------------------------------------
  ALL records in the database.
  SOME records based on field values.





+-<List Request>-------------------------------------------------------+
|    LIST                                                               |
|                                                                      |
|                                                                      |
|                                                                      |
|                                                                      |
+----------------------------------------------------------------------+
          F1-Help    F2-MainMenu    F3-Quit    F4-BackUp    F12-RunMenu
```

PICK YOUR SCREENING DATA

When you choose a part of data for your report, the Assistant asks for the following screening information.

- which field to use for selecting the part you want
- which criteria to use (equal to, greater than, less than, between ...)
- what value (or values) to use to compare to the field.

QUERY SCREENING OPTIONS

ALL records in the database	This selection will look for all records in the STARS or FAS files and report the information by the sort (By) columns and the amount calculation columns.

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QUERY SCREENING OPTIONS

SOME records based on field values	This section will screen your data, only giving you information that passes the screening criteria. When you select this item, the Assistant will give you a listing of your database fields. You must select as many as you like to use for screening purposes.

<div align="center">

SCREEN on values of XXXXX ..

\--------------------------------------
 EQUAL TO..
 NOT EQUAL TO..
 LESS THAN..
 LESS THAN or EQUAL TO..
 GREATER THAN..
 GREATER THAN or EQUAL TO..
 BETWEEN two other values..
 NOT BETWEEN two other values..
 CONTAINING the characters..
 NOT CONTAINING the characters..
 AMONG the values..
 NOT AMONG the values..

</div>

EQUAL TO	The information in the database field selected must exactly equal the entry you put in the next screen.
NOT EQUAL TO	The information in the database field selected must not equal the entry you put in the next screen.

Warning:
Beware when you are using STARS files such as the Appropriation File where the normal balance is a negative, or the Operating File where revenues show as a negative and expenditures show as a positive. You need to know the type of data and the way it posts to the file to know if you need a "less than" or "more than" to get the data you want.

LESS THAN	The information in the database field selected must be less than the entry you put in the next screen. If you put less than zero, you would get the values showing as negatives.
LESS THAN or EQUAL TO	The information in the database field selected must be either equal the entry you put in the next screen or be less than the entry.

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QUERY SCREENING OPTIONS

GREATER THAN	The information in the database field selected must be greater than the entry you put in the next screen.
GREATER THAN or EQUAL TO	The information in the database field selected must be either equal the entry you put in the next screen or be more than the entry.

BETWEEN two other values   The information in the database field selected must be between two values you enter on the next screen. The data will include the two values you enter. You will be asked to supply two entries:
- BETWEEN a LOW of
- and a HIGH value of...

NOT BETWEEN two other values   The information in the database field selected must not be between the two values you enter on the next screen. The data will not include the two values you enter. You will be asked to supply two entries:
- (NOT) BETWEEN a LOW of
- and a HIGH value of

CONTAINING the characters   The database field must be a character field, such as a title field, to show as an option on the screen. The information in the database field selected must contain the characters you enter on the next screen. An example would be if you wanted a list of every PCA that had the word "Administration" in the title, you may want enter the word "Administration" or maybe just "Admin" in case the title has been abbreviated.

NOT CONTAINING the characters   The database field must be a character field, such as a title field, to show as an option on the screen. The information in the database field selected must not contain the characters you enter on the next screen. An example would be if wanted all of the PCAs with the word "Admin" in the title but not ones that have the word "Lewiston" in the title. You would do the example in "Containing the characters" of Admin AND "Not Containing the characters" of Lewiston.

_____

QUERY SCREENING OPTIONS

AMONG the values

The information in the database field selected may be in random values, PCAs, etc. Using the AMONG, the Assistant allows you to enter as many individual entries as you want in the next screen.

NOT AMONG the values

The information in the database field selected would be all the values, PCAs, etc. except the individual entries you enter in the next screen.

The next screen will give you the following entry choices:
None, or no more...continue.
A value that you will type in.
The value of a database field.
The "not available" value (N/A).
Spaces / Blanks

None, or no more ... continue

This is always the first pick on the menu. Select it when you or when you have input all of the entries for the database field you want to screen on for your report.

A value that you will type in

If you are using these screening options:
LESS THAN
LESS THAN or EQUAL TO
GREATER THAN
GREATER THAN or EQUAL TO,
the Assistant will only allow you put in one entry to "SCREEN on values of":

If you are using these screening options:
BETWEEN two other values
NOT BETWEEN two other values
the Assistant will only allow you put in two separate entries to "SCREEN on values of". You must input the first entry, press Enter, then select this option again, and put in the second entry.

If you are using these screening options:
CONTAINING the characters
NOT CONTAINING the characters
the Assistant will only allow you put in one entry (character entry) to "SCREEN on values of":

If you are using these screening options:

_____

QUERY SCREENING OPTIONS

AMONG the values
NOT AMONG the values
the Assistant will allow you put in multiple entries to "SCREEN on values of". You must input the first entry, press Enter, then select this option again, and put in the second entry, etc.

The value of a database field	This screening option entry will let you select information based on the value of another database field.
The "not available" value (N/A)	This screening option entry will give you all the values that have N/A in the field. An example would be using the Descriptor Tables requesting all Fund with N/A in the effective-end-date field. This would give you all funds that do not have an end date. You may need to use this option when dealing with tables.
Spaces / Blanks	This screening option entry will give you all the values where the field information is blanks. An example would be if you are using the General Ledger file requesting fund information with no grant attached. You may need to use this option when dealing with files.

When screening data for a report, you may use any field in the database (whether or not you want it to appear on the report).

USING DATABASE FIELDS

For most STARS files, you will want to screen on the following fields:

- **TRANS_YR** – transaction year should be a normal screening field since many of STARS files have more than one transaction year on the file
- **BFY** – budget fiscal year should be a normal screening field if you want to get the data processed during the transaction year for the current BFY (postings for this fiscal year) or a prior BFY (postings this fiscal year on a prior year encumbrance).
- **AGENCY** – this will allow you to search only your agency's data. Though NOMAD security is designed to prohibit you from accessing another agency, using this screening criterion is recommended to save time and money on your search.

USING "AND", "OR" IN YOUR SCREENING

You can combine more than one set of screening criteria on the same report. These separate definitions may be combined using the following connectors:

- **AND** – this will screen your data where the data must match all of the screening criteria
- **OR** – this will screen your data in addition to more of the screening data Care should be taken when using the OR connector since it starts a completely new set of screening criteria, even though you put it in the first set of criteria before the OR connector.

EXAMPLE of **AND**: Agency 230 wants FY02 information for their accounting bureau, which consists of three PCAs (01000, 02000, 03000), but the only want the FAS section, PCA 02000.

   You would then request Agency = 230 (**AND**) PCA = 02000 (**AND**) Trans_Yr = 2002

Using the AND tells the assistant that the file records selected must contain the agency 230, the PCA 02000, and transaction year 2002.

EXAMPLE of **OR**: Agency 230 wants to see both FY02 information for their FAS section of their accounting bureau (02000), but they also want to see the FY02 information for their FAS section that has moved to the purchasing bureau (26000) during the year. Instead of running two separate queries, you can combine them in one with the OR connector.

   You would then request Agency =230 (AND) PCA = 02000 (AND) Trans_Yr = 2002
   (**OR**) Agency = 230 (AND) PCA = 26000 (AND) Trans_Yr = 2002

Notice that when you use OR, you must re-select some of the same criteria.

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VIEWING AND SAVING THE REPORT (QUERY) REQUEST

After having completed your report (query) request, you have a number of options for viewing and saving your work. These options will show when you have finished the screening request and pick "None, or no more ... continue ". These options can be picked independently or after seeing the results of a previous pick. They may be used in any order.

```
   N O M A D   A S S I S T A N T :   Q U E R Y




Do you want to...
-------------------------------------
  RUN the report request shown below.
  REVISE the request shown below.
  SAVE the request in my Catalog.
  WRITE the request to a procedure.
  CREATE data for NOMAD2 or PC NOMAD.
  TRANSLATE data for another product.
  START another report request.
  LEAVE reporting - back to Main Menu.
```

QUERY REPORTING OPTIONS

RUN the report request shown below

When you run a report, there are several ways to view the results. When selecting RUN, you will be asked Do you want to:

      BROWSE the output on your screen.
      PRINT the output on the printer.
      WRITE the output to a disk file.
      TEST the report with a few records

After looking at (browsing) the results at your terminal, you may want to generate a non-formatted file of the data for transfer (FTP) and import to your PC spreadsheet or database product.

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QUERY REPORTING OPTIONS	
BROWSE the output on your screen	The browsing facility within the Assistant is a very powerful tool for reviewing a report. It allows you to: • scroll through the report moving right, left, up, and down • jump to specific pages in the report • find particular values wherever they occur in the report • freeze sections of the report on the screen while you scroll through the rest. See the _BROWSING THE OUTPUT ON THE SCREEN_ section later in this manual for more details.
PRINT the output on the printer WRITE the output to a disk file	Not currently in use.
TEST the report with a few records	If it is a new report, you would normally TEST the report first to make sure the result is what you intended. You can select how many records you want the Assistant to check to give you a sample report on your screen. You will be asked: How many records should be read to test the report? >> **NOTE:** This option is not available if there are sorts going across in the report.
REVISE the request shown below	Many times, after you see your report results, you want to make some changes. This option allows you to revise an existing report request (normally the one you just built). See the _REVISING YOUR REPORT QUERY_ section and the later in this manual.
SAVE the request in my Catalog	Often, the reports you run are needed periodically (weekly, monthly, on request..). By saving the report request in your catalog, the next time you need it you will only have to run it, not rebuild it.
WRITE the request to a procedure	This function allows you to write a NOMAD procedure, which can be run without the Assistant. (Advanced NOMAD users).

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QUERY REPORTING OPTIONS	
CREATE data for NOMAD2 or PC NOMAD	For creating a subset of a database when report results cannot be directly derived. For example, you cannot sort a report by a calculated value. (Advanced NOMAD users).
TRANSLATE data for another product	Use this option to generate a comma-delimited file to be transferred to your PC and imported into Excel, Quattro Pro, Lotus 1-2-3, or some other spreadsheet (or database) product. This option creates a file with a .PRN extension, which is recognized by most spreadsheet applications.
START another report request	When you are done with the current report, you may return to the beginning and build a new report without having to go back to the Main Menu.
LEAVE reporting - back to Main Menu	You may return to the Main Menu where you can decide to build a new report query, do catalog maintenance, or leave the Assistant.

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REVISING YOUR REPORT QUERY

The NOMAD Assistant provides you with a powerful facility for modifying existing report requests. Once you have built a basic report, you can revise that report to add enhancements and variations.

```
   N O M A D   A S S I S T A N T :   Q U E R Y / R E V I S E



Do you want to...
------------------------------------
  None, or no more...continue.
  DELETE one or more existing choices.
  ADD/MODIFY options for a COLUMN.
  ADD more report COLUMNS.
  ADD more report OPTIONS.
  ADD more SCREENING on data values.
  Manually edit report lines.
```

The NOMAD Assistant-Query/Revise menu provides with the ability to:

- DELETE one or more existing choices – This option allows you to delete any portion of the report request. You may remove sorted columns, data columns, etc.
- ADD/MODIFY Options for a Column – You may change / remove the column heading, change the way the field is printed, and, for numeric fields, add subtotals or totals.
- ADD more report COLUMNS – You may add both sorted and unsorted columns to a report. These columns may be placed anywhere on the report - in front of, in back of, or in between the current columns.
- ADD more report OPTIONS – Report options refer to those things that affect the overall report. Included in this category are titles and footings, subtotals and totals, and labels for the totals and subtotals.
- ADD more SCREENING on data values – With this option, you may further define the criteria for screening the data that will appear on your report. These additional data screens may be entered so that they work in addition to or as an alternative to the data screens currently in place.
- Manually edit report lines – This advanced feature enables you to add features to a report that the Assistant does not support through its menus.

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QUERY REVISE OPTIONS

DELETE one or more existing choices

This option allows you to delete sorted columns, data columns, screening criteria, report options (titles, subtotals..), etc.

To delete information from your report select DELETE. Put an 'X' next to the columns / options you wish to delete and press Enter. You can scroll through the command window to do this, just don't press Enter until you have marked everything you want to delete.

ADD/MODIFY options for a COLUMN

Column options reflect the way an individual column looks on a report. These options control the display format (the way the data will appear when printed), the column heading, and totals / subtotals for the column. Column options apply to both sorted columns and unsorted columns.

To change the Sort Sequence for an existing sorted column, you must delete the current column and then re-enter it with a new sort sequence. (If you enter the new sort sequence and then a delete, the new sort sequence will delete instead of the existing one.) *This revise option does not apply to sort sequences (across, down the page and don't print...).

To change Column Options you must select ADD / MODIFY options for a COLUMN. Put an 'X' next to the first column you wish to modify. A menu appears on the right side with the options you may modify. This is the same menu and processing you performed when selecting the original column options. See _CHANGING THE COLUMN HEADINGS AND DISPLAY FORMATS_ section later in this chapter.

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QUERY REVISE OPTIONS

ADD more report COLUMNS

You may add more sort columns, more unsorted columns, or both. The Assistant determines whether the column is an unsorted column or a sort column depending on where you insert it. It is possible for you to add either, the Assistant allows you to insert sort columns and then allows you to insert unsorted columns.

To add new columns you must select ADD more report columns. Put an 'X' next to the column you want to put the new column(s) **after**. If you want to insert a column at the beginning of the report, put an 'X' on the word LIST. The left menu changes to either the menu for the sort columns or the menu for the unsorted columns. The right menu changes to the list of database fields.

ADD more report OPTIONS

In addition to the options, which affect one column, the Assistant provides a number of options that apply to the entire report. These options control titles, footings, subtotals, totals, and labels for the totals.

To change report options you must select ADD more report options. Then select the option you want and press Enter. Based on the option you select, new commands are added to the display window and new menus appear. These are the same menus that you used in building the report request.

ADD more SCREENING on data values

You may add screening criteria for determining the data to appear on your report. If you want to remove screening criteria, use the option for deleting existing report choices. To replace criteria, first delete the old criteria, then add the new criteria. You may delete any one, a combination, or all of the screening criteria.

To add new criteria select ADD more SCREENING on data values. A new left menu appears providing the choice of including ALL or SOME records on the report. Select the option and continue with the menu selection. This is the same set of menus you used when you initially built the screening criteria.

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QUERY REVISE OPTIONS

Manually edit report lines

This advanced feature enables you to insert new lines into a report, or modify an existing report by line. To manually edit the report select Manually edit report lines. You are prompted for which report line to insert at or modify. Select the line to edit. A prompt box is displayed to receive the value. If you are inserting a new line, the prompt box is empty. If you are modifying and existing line, the prompt box contains the current displayed line.
NOTE: This option is for experienced users of NOMAD. See the _MANUALLY EDITING LINES_ section of this manual.

CHANGING THE COLUMN HEADINGS AND DISPLAY FORMATS

To change Column Options, you must select 'ADD / MODIFY options for a COLUMN' from either the Revise option on the QUERY menu or while you are building the query (each time you add a column). In the Revise mode, you need to put an 'X' next to the first column you wish to modify. A menu appears on the right side with the options you may modify.

```
   N O M A D    A S S I S T A N T :    Q U E R Y / R E V I S E



                                     Choose OPTIONS for AGENCY:
                                    +-----------------------------------+
   None, or no more...continue.     | None, or no more...continue.      |
   DELETE one or more existing choices. | Change the column heading.     |
 X ADD/MODIFY options for a COLUMN. | Do not print the column heading.  |
   ADD more report COLUMNS.         | Change the way the data is printed|
   ADD more report OPTIONS.         | SUBTOTAL this column              |
   ADD more SCREENING on data values. | TOTAL this column               |
   Manually edit report lines.      |                                   |
                                    |        The Subtotal and Total     |
                                    |        options only show when     |
                                    +--------                ------------+
                                             you are working in a
                                             non-sort (amount field).
```

When a database is described to NOMAD, each item is given:
• A name (Ex: VENDOR_NAME)
• A column heading (Ex: Vendor:Name)
  The colon (:) indicates that the word Vendor will be printed on top of the Name when the column heading is printed on the report.
• A display format (Ex: 999,999.99)
  The display format describes how the data will be printed on the report. A display of 999,999.99 means that a value of $1500 will be printed 1,500.00. The display format for an alphabetic field, such as VENDOR_NAME is described as the maximum number of characters that may be used.

The Assistant enables you to change both headings and display formats for columns on your report. This applies to both sorted and non-sorted columns.

At this point, the 'List Request' display window being filled with your original report query. As you add additional columns and options, the information in the display window automatically scrolls upward to make room for the new pieces. At any time, you can press F9 or F10 to scroll within the display window.

_____

ADD / MODIFY OPTIONS FOR A COLUMN

Change the column heading

This allows you to change the heading on a column. You will get a request to:

> Enter the new column HEADING on the line below:
> \>> AGENCY

In this example, we see that NOMAD has already given the name AGENCY to the agency field we picked. However, if I am wanting to see all my fields on my screen, and since the agency number is only three-digits long, I may want to change this title to AGY. You will see HEADING 'AGY' after your BY AGENCY column, etc.

NOTE: This is for reviewing your report on the screen. If you are translating this to a PC download, these will disappear.

Do not print the column heading

This allows you to automatically not print the column heading. This would put a HEADING ' ' after your BY XXXX column.

Change the way the data is printed

Depending on the type of column you select, you may get one of the following:

In this case, we are using the Agency field

> Enter a number to use for the display width of this field (1 - 255)
> \>> 3

This shows that the Assistant will give three (3) positions to this field when printing on the report.

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ADD / MODIFY OPTIONS FOR A COLUMN

If you are using an amount field, you will be given an request to:

> Pick a Display Format for XXXXXXX
> 123
> 123456
> 123,456
> 123.45
> 12.3456
> $123,456.78
> (123,456.78)　　(neg. in parens)
> $12,345,678.90
> (12,345,678.90) (neg. in parens)
> 123,456　　　　(in thousands)
> $12,345　　　　(in thousands)
> $1,234.5　　　　(in millions)
> 　43.21%
> 2.345E+06
> 23.4567E-08
> A NUMERIC format I will type in

You can chose one of the formats, or using the above for a reference, create your own numeric format. In some cases, we found that our amount was larger than any of these formats, so we had to create our own.

SUBTOTAL this column

This option only shows on amount fields. This will let you subtotal just this amount column. You may want to use this instead of the Subtotal amount that affects the entire report.

TOTAL this column

This option only shows on amount fields. This will let you total just this amount column. You may want to use this instead of the Total amount that affects the entire report.

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MANUALLY EDITING LINES

NOMAD Assistant allows you to make manual changes to your report query. Manual changes are recommended for advanced users only.

```
   N O M A D   A S S I S T A N T :   Q U E R Y / R E V I S E


Do you want to...
------------------------------------
  None, or no more...continue.
  DELETE one or more existing choices.
  ADD/MODIFY options for a COLUMN.
  ADD more report COLUMNS.
  ADD more report OPTIONS.
  ADD more SCREENING on data values.
X Manually edit report lines.
```

Select the Manual edit option from the QUERY/REVISE menu.

You have two Manual Edit options to make manual changes. The Assistant will let you

Modify the request by…:

- INSERTING a new line
- MODIFYING an existing line

First, we will talk about MODIFYING an existing line. When you select this the option from the QUERY / REVISE screen, you must then pick the line with an 'X' that you want to modify and press Enter. You will then be asked to:

> Make the changes you desire to the request line below:
> >> AND   FUND EQ '0485'

In this instance, we have selected a screening criteria line, because we want to run the same query but on a different fund. You would move your cursor to 0485 and replace it with the next fund number. Be sure that you do not remove the '' on each side of the fund '0349'. Press Enter to make your change. You can continue make changes to any of the report query lines.

Next, we will talk about the more difficult INSERTING a new line. There may be a number of reasons you want to insert new lines to your report query.

ADDING "EXTERNAL ALL" TO YOUR QUERY

Manually adding EXTERNAL ALL as the last line of a query will bring down the titles in a translated query to your PC. It is not a choice, you must finish designing your query then manually add this line after your screening criteria. This does have potential to really increase the CPU time for the query, so use it sparingly.

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DOING CALCULATIONS WITH MORE THAN TWO FIELDS

You can do calculations between more than two fields by doing manual editing. In order to get the correct format for your calculation type, we recommend that you do the calculation between two of the fields you wish to use in your final calculation.

In this example, we are summing two fields from the Cash Control File. This is what you would see in you List Request area:
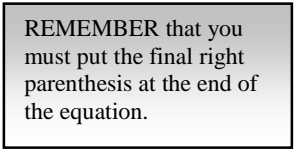
  (SUM(BEG_BAL_CM) + SUM(ADV_RECD_CM))

Notice that each of the amount fields have a parenthesis around them when SUMMING, there is a plus between the sums, and finally another set of parenthesis around the full equation.

With this starting point, you would need to MODIFY the existing column. You would need to remove the last parenthesis and replace it with " +" (space plus). This tells the Assistant that your equation will continue on to the next line.

Next, you will need to INSERT a new line below this first equation. Using the same format as the original line, and using the field names from the Cash Control schema (DAFRCC), you would manually input the next sum amounts that you want. You will have to do this line by line until you reach the end of the equation.

  (SUM(BEG_BAL_CM) + SUM(ADV_RECD_CM) +
  SUM(RECEIPT_CO_CM) + SUM(ADV_MADE_CM) +
  SUM(DISBURSE_CM) + SUM(BORR_LIMIT_CM) +
  SUM(TRANS_RECD_CM) + SUM(TRANS_MADE_CM))

> REMEMBER that you must put the final right parenthesis at the end of the equation.

This would show in your List Request area.

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BROWSING THE OUTPUT ON THE SCREEN

The browsing facility within the Assistant is a very powerful tool for reviewing a report directly on your screen. It allows you to:

- scroll through the report moving right, left, up, and down
- jump to specific pages in the report
- find particular values wherever they occur in the report
- freeze sections of the report on the screen while you scroll through the rest.

THE REPORT LAYOUT

The report you generate is formatted to print on a printer. That is, each page can be up to 132 characters across (from the left most column to the right most column), and up to 66 lines long. And, of course, your report can have multiple pages.

Most computer terminals do not have screens big enough to view the entire report at once. So, the browser provides you with a window into the report. The window is as big as your screen, so you can see that much of the report at once.

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THE SCREEN LAYOUT

With the browse commands, you can move this window over the report. You can view any part of the report by moving the window to the section you want to see. When you enter the browser environment, you see a screen similar to the one shown on the following page.

Indicates which page of the report you are currently viewing, the total number of pages in the report, and the first line you can see (your vertical position).

Where you enter browse commands

```
CMND=>                        NOMAD ASSISTANT:  BROWSE      Page 1 of 6/ Line 1+
|...+....1....+....2....+....3....+....4....+....5....+....6....+....7....+..
```

This scale shows your horizontal position on the page. It shows the columns (from 1 to 132) that are currently on the screen. Arrows "<" or ">" indicate that there is more of the report in that direction. A vertical bar "|" indicates that you are at the edge of the report.

```
                                          Org                PY             No
                                          Appn             Reappro         Cog
AGY   BU    BFY   FUND  DT   EOBJ          CM                CM             C
---   ----  ----  ----  --   ----   ---------------   ---------------   ----------
230   CCAA  2002  0001        4000       -3397000.00              0.00            0
                             5000       -2398500.00              0.00            0
                                         -140475.82              0.00            0
                             6000         -80000.00              0.00            0
                                           -2311.62              0.00            0
                   0284       4000         -59200.00              0.00            0
                             5000         -24000.00              0.00            0
                                           -2371.60              0.00            0
                   0348       4000         -17400.00              0.00            0
F1:Hlp  F2:Prt  F3:Quit  F4:Frz  F5:<<  F6:>>  F7:Up  F8:Dn  F9:Find F10:Page
```

Information or error messages appear here when appropriate.

This line shows the valid function keys: F1 through F10. F2 does not print, printing must be done from your PC.

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COMMANDS FOR BROWSING YOUR REPORT

Most browse commands are available by typing them in the command area and pressing Enter, or by pressing the corresponding function keys. If you type the commands, any unique abbreviation will work.

F7 (UP) & **F8** (DOWN) – Typing these function keys when the cursor is in the CMND line, moves up / down one full screen. If you are already at the top of a page, BROWSE will move to the next physical page. You can move smaller amounts by positioning the cursor to the line you want to be at the top / bottom of the screen, and pressing the appropriate function key.

F5 (LEFT) & **F6** (RIGHT) – The keys work similarly to UP and DOWN. If you type the function key while the cursor is in the CMND line, BROWSE moves a full screen to the left / right. You can move smaller amounts by positioning your cursor to the spot you want at the edge of the screen and pressing the appropriate function key.

F4 (FREEZE) – Imagine that your cursor marks the intersection of a pair of cross hairs over your report page. Pressing the F4 function key will freeze or lock the screen area ABOVE and to the LEFT of the cursor (like a Window – Freeze Panes in Excel). When you scroll around the page, the column headings can be displayed on every page by freezing them. Pressing the F4 function key a second time clears the current freeze and returns the screen to normal.

HOME – Typing HOME in the CMND line moves you to the TOP, LEFT corner of the page.

F10 (PAGE) – Moves you to the beginning of any page of the report by pressing the function key and then typing *n* in the response prompt. You may type *+n* or *-n* to move *n* pages forward or backward from your current page.

TOP & **BOTTOM –** Typing the command in the CMND line and pressing Enter moves you to the first or last page of the report.

F9 (FIND) – Locates a string of characters in the report and highlights the line they are on. You may have to move right or left to actually see the located characters as they can be in columns not currently displayed. FIND starts at the TOP of the current page and works forward. At the bottom of the report, it wraps and starts over at the top. To find all occurrences of the same characters, continue to press the **F5** key.

F3 (QUIT) – This command leaves the BROWSE environment and returns you to the RUN menu.

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HOW TO DOWNLOAD QUERY RESULTS USING 'DOS'

Translated queries in Nomad can be downloaded to your spreadsheet application using a 'file-transfer-protocol' (FTP). You may have an established FTP already setup on your computer, or you may use the following steps to download your file using the DOS (disc-operating-system) prompt.

1) Go to your DOS prompt.
2) Type: **FTP** Enter
3) Type: **OPEN** Enter
4) Type: **FTP.SCO.STATE.ID.US** Enter
5) Type in your User ID (the one you type in your CESN sign-on – daf####) Enter
6) Type in your Password (the one you type in your CESN sign-on) Enter
7) Type: **Get 'dafn.daf####.nomad file name.prn' C:\file name.prn** Enter
      (replace daf with your agency's first three-character of your CESN sign-on)
8) After downloading the file, you can do an arrow-up to bring the "get" statement up again and transfer another file.
9) When finished, type: **QUIT** Enter
10) Type: **EXIT** Enter

STORAGE AND QUERY MAINTENANCE ON THE MAIN FRAME

The following instructions will give you access to your files stored on the mainframe:

1) After your CESN logon, clear the screen and type: **D M**
2) Type: **3.4** Enter
3) Tab down to the Index == > Type in: **DAFN.DAF####**
      (replace daf with your agency's first three-character of your CESN sign-on)
4) To exit DM, keep pressing the F3 key until you get a blank screen.

NOMAD – SOLVING COMMON PROBLEMS

EFFICIENCY IN QUERIES – SAVING TIME AND MONEY

NOMAD is a tool that allows you to run queries against the VSAM files on the mainframe. You are only charged for actual CPU running time when using the NOMAD Tool. There are many cases where NOMAD is the most effective and efficient (and maybe even Only) way to get the data that we must have to perform our jobs. We all also know examples of data that can be obtained from other sources; STARS on-line, GAAP Reporting System, STARS or FAS Reports, etc. It becomes a balancing act to determine whether it is best to use NOMAD or go to other sources for data – i.e. data that takes 5 minutes and $35 in NOMAD versus 20 hours of 'manual' research, etc. It is a good idea to check the time (and cost) of your NOMAD queries to get a general idea of your use. This can help you determine the cost / benefit of future queries.

RUNAWAY QUERIES

How long is a runaway query? Well, it depends. Typically, you will have a completed query in five minutes of 'real time'. However, some queries are just more intense – affected by the file you are querying, the number of fields, and the fewer screening you can run it by. Sometimes other uses of the CPU will seem to 'slow' down the NOMAD query for the amount of real clock time that passes before you get a result. This is usually due to many people accessing the system.

If your query is running longer 'real time' than you expected, you can have the SCO Help Desk at 334-4808 check and see the accrued CPU time – this will help you identify if the CPU is just 'slow' or if the query is 'runaway' and you need to be taken out of NOMAD. For this reason, it is important that you save any of your large queries before running them.

TIP: May want to have a saved file that you save on top of each time for one-time reports.

CHOOSING THE BEST FILE FOR THE DATA

It is best to choose the smallest possible file with the information that you need. For example, the Appropriation File is much smaller and more efficient to query against than the Operating File. If the data you need is in the Appropriation File it will be much more efficient to use than the OF file.

Plan your query and look at the different files available. The transaction code decision table file posting section is also a good place to look when deciding what table to query. Sometimes we get used to one file and go there by default – take a moment to consider other options rather than going to the file with the most fields. More fields mean more running time.

PLANNING YOUR QUERY

What fields do you really need? Keep the fields and titles reduced to the data that you really need. Resist the temptation to pull all the fields 'just in case you need it'. However, that needs to be balanced with knowing what you do need so you don't have to re-run the query to get another field.

It is a good idea to actually sketch out the data that you need. This helps you consider different potential fields, get an 'eye' for how the data will turn out, and you can work through the best screening criteria.

ORDERING YOUR DATA

Here is a brief list of some guidelines to keep in mind when you are running your query:

- Keep the query simple
- Use as much screening criteria as possible
- Always try to include a 'key' field in your query
- Request fields from the top down
- Screen from the top down
- Double check your query before you run it
- Watch your CPU time
- Beware of 'Titles' (often looked up in descriptor tables)
- Download then delete results off the mainframe.
- **Always logoff NOMAD rather than disconnecting a session**

OTHER TIPS AND TRICKS

DOWNLOADING 'BROWSE' FILES – If you choose to 'Browse' your query on-line rather than translate it to a spreadsheet, you can still FTP the file without re-running the query (provided you download it before you run any other queries). In your FTP transfer process, you can request the file 'DAFN.DAFxxxx.BROWSE.LISTING', where DAFxxxx is your CESN user id.

TRANS YR – If the file (GL, OF, etc.) has this field, always screen by it, otherwise you will end up with a much longer query and data from multiple years combined.

BIG KEY FIELDS – Do not include any 'Big Key' fields in the query, with maybe the exception of the Descriptor Tables. This typically is the entire file and is very inefficient to use.

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DELETING .PRN FILES – Go to a D M session and put a 'D' in front of all the .prn files that you do not want to store. Hit enter, you will be asked to hit enter again to verify the delete. (Note – migrated files will not be deleted with this process, they must be recalled before they can be deleted.)

<u>WARNING:</u> Do not EVER delete the following files. NOMAD will not work without them and you will lose all of your cataloged queries.

>   DAFN.DAFxxxx.BROWSE.LISTING
>   DAFN.DAFxxxx.NOMAD.DB.ASSIST2

ALWAYS TEST NEW FILES – If you are running a new or unique query, it is advisable to 'TEST' the query first. Select RUN the report request shown below, then select TEST the report with a few records. Pick a small number – 10 or 25. This will give you a layout of how your data will look and can sometimes save you from running a query that doesn't look like what you intended to ask for.

EXTERNAL ALL – Manually adding EXTERNAL ALL as the last line of a query will bring down the titles in a translated query to your PC. It is not a choice, you must finish designing your query then manually add this line after your screening criteria. This does have potential to really increase the CPU time for the query, so use it sparingly.

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EXAMPLES OF COST VARIANCES

Here are a couple of examples of cost variances for different ways to get the same or similar data:

All of these queries are run against the GD file. Yet just in the manner that the query is run we can save up to 35%.

Agency	By	BY	BY
Fund	BY	Show	Show
Expenditure	By Subobj	Show Subobj	Show Summary Object
Revenue	By Subobj	Show Subobj	Show Summary Object
Total Balance	By	Show	Show
Cost	1.23	.89	.80
Percentage	100%	72%	65%

Agency	By	BY	BY
Exp Subobj	BY	Show	Show
Budget – Unit	By	Show	Show
Total Balance	By	Show	Show
Screening	Agency	Agency	Agency, *Trans Year*
Cost	.75	.70	.27
Percentage	100%	93%	36%
An additional 4% was saved by adding the screening of Funds 'among' (which included all the funds for this sample agency.)			

The more summarized you can make the data and the more screening criteria, the more efficient the query. So, if a summary object would work instead of the detail, that can save some money on the query – of course this needs to be balanced with the potential additional research time involved if you get the information at a higher level.

MISCELLANEOUS

EXERCISES AND EXAMPLES

FP QUERY EXAMPLES

CHECKFP – A generalized query to access information from the FAS property file.

DAFRFP **FROM FP_RECORD LIST**	
BY AGENCY	WHERE AGENCY EQ '160'
BY FUND_1	AND FUND_1 EQ '0475'
BY FUND_DT_1	AND FUND_DT_1 EQ '01'
HEADING 'DT 1'	OR AGENCY EQ '160'
BY FUND_2	AND FUND_2 EQ '0475'
BY FUND_DT_2	AND FUND_DT_2 EQ '01'
HEADING 'DT 2'	OR AGENCY EQ '160'
BY PROP_NO	AND FUND_3 EQ '0475'
BY COMP_NO	AND FUND_DT_3 EQ '01'
BY CLS_CD	OR AGENCY EQ '160'
BY DISP_DATE	AND FUND_4 EQ '0475'
SUM(ORIG_AMT_CM)	AND FUND_DT_4 EQ '01'
SUM(STACCDPR_CM)	OR AGENCY EQ '160'
SUM(STA_LQD_AMT_CM)	AND FUND_5 EQ '0475'
SUM(AMOUNT_1)	AND FUND_DT_5 EQ '01'
SUM(AMOUNT_2)	OR AGENCY EQ '160'
SUM(AMOUNT_3)	AND FUND_6 EQ '0475'
SUM(AMOUNT_4)	AND FUND_DT_6 EQ '01'
SUM(AMOUNT_5)	OR AGENCY EQ '160'
SUM(AMOUNT_6)	AND FUND_7 EQ '0475'
SUM(AMOUNT_7)	AND FUND_DT_7 EQ '01'
SUM(AMOUNT_8)	OR AGENCY EQ '160'
SUM(AMOUNT_9)	AND FUND_8 EQ '0475'
SUM(AMOUNT_10)	AND FUND_DT_8 EQ '01'
TOTAL ALL RECOMP ALL	OR AGENCY EQ '160'
CONT:	AND FUND_9 EQ '0475'
	AND FUND_DT_9 EQ '01'
	OR AGENCY EQ '160'
	AND FUND_10 EQ '0475'
	AND FUND_DT_10 EQ '01'

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AP QUERY EXAMPLES

CHECKAP – Use to check all amounts on the Appropriation File, if needed.

DAFRAP
FROM AP_RECORD LIST

BY AGENCY
 HEADING 'AGY'
BY BUDGET_UNIT
 HEADING 'BU'
BY BFY
 BY FUND
 BY FUND_DETAIL
 HEADING 'DT'
 BY EXP_OBJECT
 HEADING 'EOBJ'
 ORG_APPN_CM
 PY_REAPPRO_CM
 NON_COGNIZ_CM
 OBJECT_TR_CM
 ACT_TRNSFR_CM
 CASH_EXP_CM
 ENCUMBR_CM
 PRE_ENC_CM
 REC_TO_AP_CM
 BALANCE_CM
  TOTAL ALL RECOMP ALL
TITLE MIDDLE
 'APPROPRIATION FILE CHECK'
WHERE AGENCY EQ '270'
AND BFY EQ '2001'
AND BUDGET_UNIT AMONG ('HWEA', 'HWEB', 'HWEC', 'HWED', 'HWEF',
 'HWEG')

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CC QUERY EXAMPLES

CHECKCC – Lists all fields on the cash control screen.

DAFRCC
FROM CC_RECORD LIST

BY AGENCY
BY FUND
BY FUND_DETAIL
BY GRANT_NO
BY GRANT_PHASE
 (SUM(BEG_BAL_CM) + SUM(ADV_RECD_CM) +   *(use to calculate balance)*
  SUM(RECEIPT_CO_CM) + SUM(ADV_MADE_CM) +
  SUM(DISBURSE_CM) + SUM(BORR_LIMIT_CM) +
  SUM(TRANS_RECD_CM) + SUM(TRANS_MADE_CM))
  HEADING 'ENDING BALANCE - CM'
  AS 999,999,999.99PR
TITLE MIDDLE
 'CASH CONTROL FILE CHECK - CM'
WHERE FUND EQ '0265'

CHECKPY - Use to check for any payroll cash that is less than zero

DAFRCC
FROM CC_RECORD LIST

BY AGENCY
BY FUND
BY FUND_DETAIL
BY GRANT_NO
 (SUM(BEG_BAL_CM) + SUM(ADV_RECD_CM) +
  SUM(RECEIPT_CO_CM) + SUM(ADV_MADE_CM) +
  SUM(DISBURSE_CM) + SUM(BORR_LIMIT_CM) +
  SUM(TRANS_RECD_CM) + SUM(TRANS_MADE_CM))
  HEADING 'ENDING BALANCE'
  AS 999,999,999.99PR
TITLE MIDDLE
 'CASH BALANCE NEGATIVE'
WHERE (SUM(BEG_BAL_CM) + SUM(ADV_RECD_CM) +
  SUM(RECEIPT_CO_CM) + SUM(ADV_MADE_CM) +
  SUM(DISBURSE_CM) + SUM(BORR_LIMIT_CM) +
  SUM(TRANS_RECD_CM) + SUM(TRANS_MADE_CM)) LT 0

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DF QUERY EXAMPLES

CHECKDF – Use when needing to check info on the Document File.

DBADD DAFRDF ;
FROM DF_RECORD LIST

 BY AGENCY
　HEADING 'AGY'
 BY FUND
 BY FUND_DETAIL
　HEADING 'DT'
 BY GL_ACCT_NO
　HEADING 'GL'
 BY BFY
 BY DOC_NO
 BY DOC_NO_SUFFIX
　HEADING 'SFX'
 BY INDEXES
　HEADING 'INDEX'
 BY PCA_NO
　HEADING 'PCA'
 BY EXPEND_SUBOBJ
　HEADING 'ESUB'
 BY EXPEND_DETAIL
　HEADING 'DT'
 BY REVENUE_SUBOBJ
　HEADING 'RSUB'
 BY REVENUE_DETAIL
　HEADING 'DT'
　BALANCE_CM
 TITLE MIDDLE
　'DOCUMENT FILE CHECK'
WHERE BUDGET_UNIT AMONG ('HWEA', 'HWEB', 'HWEC', 'HWED', 'HWEF',
 'HWEG')

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GL QUERY EXAMPLES

CHECKGL – Used to check amounts on the General Ledger File.

DAFRGL
FROM GL_RECORD LIST

```
 BY AGENCY
 BY TRANS_YR
 BY FUND
 BY FUND_DETAIL
 BY GAAP_FUND_TYPE
 BY GRANT_NO
 BY GL_ACCT_NO              (can also add BY TC to get breakdown by transaction code)
 SUM(CUR_BAL_CM)
   TOTAL ALL RECOMP ALL
 TITLE MIDDLE
  'GENERAL LEDGER CHECK'
WHERE AGENCY EQ '503'
AND   TRANS_YR EQ '2001'
AND   FUND EQ '0184'
```

OF QUERY EXAMPLES

CHECKOF – Use to find information on indexes, PCA, grant, project, etc. postings.

DAFROF
FROM OF_RECORD LIST

```
 BY AGENCY
  HEADING 'AGY'
 BY GL_ACCT_NO
  HEADING 'GL'
 BY PROJ_NO
  HEADING 'PROJ'
 BY PROJ_PHASE
  HEADING 'PH'
 BY GRANT_NO
  HEADING 'GRANT'
 BY GRANT_PHASE
  HEADING 'PH'
 BY INDEXES
  HEADING 'INDEX'
 BY PCA_NO
  HEADING 'PCA'
 BY FUND
BY FUND_DETAIL
  HEADING 'DT'
 BY BUDGET_UNIT
  HEADING 'BU'
 BY EXP_SUBOBJECT
  HEADING 'ESUB'
 BY EXP_DETAIL
  HEADING 'DT'
 BY PCN
  HEADING 'PCN'
 BY REV_SUBOBJECT
  HEADING 'RSUB'
 BY REV_DETAIL
  HEADING 'DT'
 BY SEC_AGENCY
  HEADING '2ND'
 BY MULTI_CODE
  HEADING 'MPC'
 SUM(CUMM_TO_DATE)
TITLE MIDDLE
  'OPERATING FILE CHECK'
WHERE AGENCY EQ '441'
AND   INDEXES EQ '1459'
AND   TRANS_YR EQ '2002'
```

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GP QUERY EXAMPLES

GPCASH – Grant revenues less expenditures on Grant File to check against GL cash 1003.

DAFRGP
FROM GP_RECORD LIST

 BY FUND
 BY FUND_DETAIL
 BY GRANT_NO
 BY GRANT_PHASE
 SUM(CASH_EXP_CM)
 SUM(REC_COLL_CM)
  (-SUM(CASH_EXP_CM) - SUM(REC_COLL_CM))
   HEADING 'Match to 1003 bal'
WHERE AGENCY EQ '210'

SF QUERY EXAMPLES

CHECKSF – Use to check amount on the Subsidiary File.

DAFRSF
FROM SF_RECORD LIST

 BY AGENCY
 BY FUND
 BY GL_ACCT_NO
 BY SUB_ACCT_NO
  (SUM(BEG_BAL_AM_CM) + SUM(ADJ_AMT_VA_CM) + SUM(INCR_AMT_CM)
+ SUM(DECREASE_CM))
   HEADING 'BALANCE'
 TITLE MIDDLE
  'SUBSIDIARY FILE CHECK'
WHERE AGENCY EQ '001'
AND   TRANS_YR EQ '1999'
AND   GL_ACCT_NO EQ '1501'

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VP QUERY EXAMPLES

PUBINFCY – Basic public information request using CY Vendor Payment File.

DAFRVP
FROM VP_RECORD LIST

```
 BY AGENCY
 BY VENDOR_NO
 BY VENDOR_SUFFIX
 BY VENDOR_NAME
 BY DOCUMENT_NO
 BY DOCUMENT_NO_SFX
 BY PROCESS_DATE
 BY EXPEND_SUBOBJ
 BY EXPSUB_TITLE
 BY INVOICE_NO
 BY INVOICE_DESC
 SUM(TRANS_AMT)
WHERE AGENCY EQ '100'
AND   EXPEND_SUBOBJ AMONG ( '5365', '5368', '5381', '5383', '5385',
 '5387', '5392', '5397')
```

PUBINFPY – Basic public information request using PY Vendor Payment File.

DAFRVPPY;
FROM VPPY_RECORD LIST

```
 BY AGENCY
 BY VENDOR_NO
 BY VENDOR_SUFFIX
 BY VENDOR_NAME
 BY DOCUMENT_NO
 BY DOCUMENT_NO_SFX
 BY PROCESS_DATE
 BY EXPEND_SUBOBJ
 BY EXPSUB_TITLE
 BY INVOICE_NO
 BY INVOICE_DESC
 SUM(TRANS_AMT)
WHERE AGENCY EQ '100'
AND   EXPEND_SUBOBJ AMONG ( '5365', '5368', '5381', '5383', '5385',
 '5387', '5392', '5397')
```